

# ASSOCIATE LIBRARY DIRECTOR

Conception Abbey and Seminary Library seeks an Associate Library Director to join its library team and transition into leadership as we grow into the future. The successful candidate will spearhead research and access services to patrons by means of outreach in individual and group settings. In addition, this library professional will be conversant with electronic resources as we migrate with our Mobius consortium to integrate library services in FOLIO. This position is a 12-month, faculty-status, non-tenure appointment and reports to the Library Director.

## *Primary duties and responsibilities:*

- Collaborates with the library team to ensure that library resources and services best serve the needs of monks, seminarians, faculty and employees.
- Focuses on and provides leadership for educational programs designed to assist seminarians, faculty, employees and monks in research and access to print and electronic resources.
- Works with the Technical Services Librarian to successfully achieve the migration of electronic records and catalog to the new FOLIO system and assist with ongoing training of team and patrons.
- Assists with supervision of the Academic Leaders, a peer-tutoring service promoted by the Academic Dean and available to seminarians in the library.
- In our small library environment, helps with daily services to patrons in many dimensions of library services.

## *Qualifications:*

- MLS/MLIS degree from an ALA accredited program
- At least 3 years of library experience in various capacities with both print and electronic resources
- Knowledge of the Catholic faith and life
- Good oral and written communication skills
- Experience with an ILS platform such as Sierra or FOLIO
- Familiarity with the Dewey Decimal System
- Strong analytical and organizational skills
- Teaching skills and experience would be helpful.
- The ability to work independently and in a team environment
- The ability to work in a library with a small but dedicated team



*To apply send resume to [seminary@conception.edu](mailto:seminary@conception.edu) or call 660-944-2847 for more information.*

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**Conception Abbey** is a Benedictine monastery located in northwest Missouri and which continues the monastic tradition of a desire for God and a love of learning. The 150 year-old abbey is home to a community which praises God in our daily cycle of prayer and work – welcoming guests, educating future priests, and sharing the Gospel.

The mission of **Conception Seminary College** is the preparation of candidates to the ordained ministry in the Roman Catholic Church, through human, spiritual, intellectual, and pastoral and formation in the Benedictine tradition.

**The Library** supports both the Abbey and Seminary in providing intellectual, spiritual and recreational resources to its patrons. The collection consists of about 125,000 physical items, over 300,000 ebooks and a number of electronic databases. The Library is a member of the Mobius Consortium and the Atla database.

*Conception Abbey is an equal opportunity employer, and does not discriminate in hiring on the basis of sex, race, color, national origin, age, disability, or other classes protected by applicable law. Some positions require employment of Roman Catholics in good standing and some require employment of ordained members of the Roman Catholic Priesthood.*

