



## Position Announcement

### Director of Library Services

Houston Graduate School of Theology is seeking to hire a Director of Library Services to oversee the maintenance and development of the HGST library collection.

HGST is a diverse but close-knit Christian community, whose members come from many denominations or church backgrounds and represent a wide variety of worship styles and personal expressions of faith. We celebrate these differences because, rooted in our unity in Christ, they function as our greatest strength.

The Director of Library Services reports to the Associate Dean of Curriculum & Instruction and serves as a member of the faculty, not only through directing the library collection and services but also by providing appropriate instructional support for all of HGST's academic programs.

The Director of Library Services will

- maintain all databases related to HGST's collection and patronage
- schedule, supervise and evaluate the work of the library staff, including hiring hourly employees
- review and select books and other informational materials for purchase and distribution in consultation with the administration and faculty of HGST
- oversee the cataloging and classifying of the current collection and further acquisitions
- serve as liaison to the libraries of other institutions, including negotiating lending agreements
- organize regular and special library orientation sessions for students and faculty
- provide reference services and respond to public inquiries
- support the mission of HGST in all aspects of his/her life and conduct

This position is full time and will involve some evenings and weekends. The specific details of the onsite schedule are arranged with the Associate Dean of Curriculum & Instruction.

Compensation is negotiable, but we anticipate a range of \$33,000 - \$35,000 annually.

Applicants should hold a Master of Library Science degree (or its equivalent) from an ALA-approved program. However, a degree in progress may be acceptable. Experience in a higher education library setting is desirable.

General employment policies can be found in the *HGST Operations Manual*, available upon request.

A letter of interest addressing the list of responsibilities above and a résumé (including contact information for 4 references) may be mailed, faxed, or emailed to the attention of

Chuck Pitts, Ph.D., Associate Dean of Curriculum & Instruction  
2501 Central Parkway, Suite A19, Houston, TX 77092, 713-942-9506 (fax), cpitts@hgst.edu