



# COLLEGE *of* ATHENS

## Director of Library Services

The College of Athens is seeking to fill a full-time position of **Director of Library Services**.

Located in Watkinsville, Georgia, the College of Athens is a distinctively Christian college that seeks to equip individuals who will teach, lead, restore and minister to others in Christ through effective undergraduate and graduate programs. See: [collegeofathens.edu](http://collegeofathens.edu).

The Director's responsibilities will include:

### **Library Services**

- Oversee the development, operation and use of the CoA Library collection.
- Train CoA faculty and students regarding appropriate integration of the CoA Library resources (print and online) into the academic curriculum and related research projects.
- Prepare yearly reports related to the Library CoA collection and its use.

### **Writing Program**

- Oversee the New Student Writing Assessment process.
- Oversee students' writing remediation efforts as needed.

### **Student Services**

- Conduct undergraduate student Academic Advising as assigned.
- Oversee the College Success Course (related to the use of media and CoA technology).
- Actively participate in CoA student, faculty, and area community-wide CoA-sponsored events whenever possible.

### **Leadership**

- Attend regularly scheduled Leadership Team meetings and times of prayer.
- Actively serve as a member of the College's Leadership Team.

### **Qualifications**

- MLIS Degree or similar (no exceptions).
- Strong Christian spiritual maturity.
- A sincere interest in furthering the CoA mission and supporting the CoA Belief Statement.
- Some experience with writing proficiency.
- Excellent organizational and planning skills, including attention to detail and the ability to effectively handle multiple tasks simultaneously.
- Excellent interpersonal skills that demonstrate confidence around leaders, students, community members, and in meeting situations.

- Strong verbal and written communication skills including the ability to prepare accurate and appropriate presentations and documentation.
- Technical proficiency in Microsoft Excel, Word and PowerPoint, and the ability to use internet technologies effectively and efficiently.
- A resourceful and collaborative nature that can manage and work well with multiple constituencies and strong attention to detail, with an organized work style and an achieving mindset.

### **Benefits**

The CoA Library Director will:

- Gain valuable organizational leadership skills in a supportive, faith-filled Christian environment;
- Share in the co-labor and joy of advancing God's Kingdom through the College;
- Build life-long relationships with other members of the Body of Christ; and
- Have the opportunity to advance through the organization via promotion.

### **Compensation & Benefits**

This is a full-time (40-hours per week), salaried position. The Director will be entitled to:

- Free graduate tuition;
- 3-weeks paid vacation per year plus 10-13 paid holidays; and
- Other optional benefits after 6 months employment such as participation in the College's IRA retirement plan, QSHERA health benefits, and AFLAC options.

### **To Apply**

Interested candidates should submit the following components to Dr. Marcia Wilbur, CoA President, (m.wilbur@collegeofathens.edu)

- Cover letter stating interest and salary requirements;
- A current resume that includes contact information for 3 professional references; and
- A copy of all college transcripts

Contact Dr. Marcia Wilbur @ 706.769.1472 or m.wilbur@collegeofathens.edu with any questions.

[collegeofathens.edu](http://collegeofathens.edu)