Position: Director of Library

Report to: Provost

The American University of Afghanistan (AUAF) is a private, non-profit university offering an American-style liberal arts education. We opened our doors in 2005 and currently offer 4 undergraduate academic majors and a MBA program. We follow a strict non-discriminatory policy, and applicants from all ethnic, religious and economic backgrounds are encouraged to apply. We are a young, dynamic university with a student population of above 1000 students. Construction has recently begun on a new 75 acre international campus.

AUAF is seeking a qualified candidate for the position “Director of Library” to begin in July 2016.

The Director of the Library has overall responsibility for collections, services, and facilities, and provides the leadership and direction for all professional staff, support staff, and student assistants in the university library. Specific duties include collection development, cataloging, and provision of reference services, as well as the establishment, organization and maintenance of AUAF instructional materials in the library and textbook store. The Director of the Library has primary responsibility for building the vision and plans for the Library, the management of collections funds and operating budgets; library public relations; staff selection, supervision and development; and facilities planning for library services for AUAF. The Director of the Library participates actively in the organizational support of AUAF programs and services, and is included in the AUAF administrative staff meetings; s/he fosters and maintains strong ties with the faculty as well as with administration. The Director of the Library also promotes responsive, high quality services for the entire university community.

Duties and Responsibilities:

- Lead the Library in developing high quality, state-of-the-art, innovative services and collections to support the current and future academic needs of faculty and students
- Develop library policies including those for acquisitions, collection development, staffing, circulation, reference services, and other library operations
- Collection development and management including acquisition of new print materials, based on reviews of the literature and recommendations of faculty and suppliers
- Review and select electronic resources for the library, including acquisition of databases
- Design, implement and supervise the system and procedures for processing, cataloging and indexing of documents, books, and other print and electronic materials
- Provide loan and reference/research services to faculty, staff and students, including bibliographic instruction regarding use of library facilities and research tools
- Develop links with other libraries or similar institutions that are beneficial to AUAF, including serving as the representative for the AMICAL consortium of American University libraries
- Supervise the work of library staff, student assistants and/or volunteers
- Devise budgets for the library including costs of materials acquisition and general operations
- Coordinate with faculty for textbook ordering; supervise textbook procurement, inventory management, and distribution/return; explore options for electronic textbooks and Open Educational Resources
- Maintain and monitor inventory control and follow-up on missing materials
• Other duties as assigned
• May teach a course as part of the contract
• Conducting self in a professional and ethical manner at all times and not entering into any activities that may adversely affect the image of AUAF or any part thereof

Preferred Qualifications:

• Masters Degree in Library and Information Science from an accredited school (ALA preferred, but not required)
• Extensive knowledge of information sources and content systems, including relevant databases, internet services and library services. Ability to use automated information systems as applicable to libraries.
• Experience with electronic instructional software, preferably in a university environment.
• Experience teaching information literacy and online courses.
• Excellent analytical, project management, budget and organizational skills.
• Experience in providing reference and research assistance.
• Experience with information technologies and their applications in a library setting.
• Good communication and public relation skills.
• Experience living in non-western countries, preferably in a post-conflict environment.
• Ability and willingness to work with people of different cultural and religious backgrounds and diverse political views while maintaining impartiality and objectivity.
• Ability to work under pressure and within limited timeframes.
• Excellent computer skills to include Microsoft Office applications and internet software.
• Fluent oral and excellent written English. Experience in Dari and/or Pashtu is an advantage.

Review of applications will begin immediately and will continue until the position is filled. Only shortlisted candidates will be contacted.

The American University of Afghanistan offers a generous package that includes a competitive salary, air transportation, university-provided accommodation, and paid health care insurance for expatriate hires. This is an unprecedented opportunity to work at a young American University in an emerging and rapidly changing society.

To apply, please send a cover letter, curriculum vitae, and contact information for three references to jobs@auaf.edu.af. Please include “Director of Library” in the subject line of the email.