



Director of Library Services

Department:	Academics
Supervisor:	Academic Dean
FTE:	Full-time
Salary and Rank:	Commensurate with experience
Location:	Elkhart, Indiana
Anticipated Start Date	December 2026 or January 2027

Summary

The Director of Library Services stewards one of the world's largest English-language Mennonite and Anabaptist-related theological collections. The role is based in the beautiful, spacious AMBS Library, the first theological library to be registered with the United States Green Building Council for Leadership in Energy and Environmental Design (LEED) certification. In the midst of rapid changes in theological education and the information environment, the Director leads their team in close collaboration with faculty to discern and implement new and improved ways the library can serve the information needs of the AMBS community. Responsibilities include oversight of the development of the collection and increasing accessibility and usage, evaluation and planning, leadership of writing services, and administration of the library budget. The Director is a key collaborator with regional and national partner organizations, other academic institutions, and global Anabaptist partners.

Primary Responsibilities and Duties

Leadership

The Director advances the library's strategic goals in its central role of supporting theological education. This includes a future-oriented vision of library services that sustains traditional practices and appropriately adopts emerging technologies, and collaborating with faculty and the academic dean to ensure that the library has the necessary resources for teaching, learning, and research. The Director networks with other libraries and information agencies, including as a partner of the Mennonite Historical Library (MHL) at Goshen College and as AMBS's representative with Private Academic Library Network of Indiana (PALNI) and American Theological Library Association (ATLA).

Systems, Transitions, and Planning

The Director manages and oversees the Integrated Library System, collaborating in wider library and institutional settings to adapt to changing library realities. The Director develops and implements library strategic planning and assessment, including attention to increasing accessibility and usage.

Administration

The Director ensures appropriate staffing levels, facilitates professional development to support staff, manages the budget and related funds to advance the library's strategic goals, and ensures adequate funding for resources across all teaching disciplines and programs. Other administrative tasks include compiling and submitting required library data to accrediting bodies and reporting agencies, guiding the library's Collection Development and Access Policy, and supervising the Resource Access Librarian.

Information Literacy and Instruction

The Director ensures fulfillment of library commitments for student development of information literacy habits. This includes working with the Resource Access Librarian and AMBS faculty to address information literacy needs and integrate information resources into class activities so students achieve

Anabaptist Mennonite Biblical Seminary

3003 Benham Avenue, Elkhart, IN 46517, USA • 574.295.3726 • ambs.edu

course objectives and become lifelong learners. The Director provides support and instruction in the use of library resources, encouraging patrons to develop skills and attitudes to thrive in an information-rich environment.

Reference, Research, and Copyright

The Director creates research tools, instructions, and library guides, supports the Resource Access Library with copyright and fair use requirements, and assists with reference and information search/retrieval needs for Master 's-level and Doctor of Ministry students.

Writing Services

The Director leads Writing Services at AMBS. This entails forming and leading a team of student writing tutors and volunteers, monitoring students' needs for writing services, and determining other forms of academic support through evaluation and planning with students and faculty.

Qualifications and Skills

Required

- A record of effective communication skills including intentional listening, and competency in written and spoken English
- Networking competency with a wide variety of internal and external stakeholders
- Library industry experience and connections
- Experience as a systems librarian
- Strong organizational and administrative experience and skills, including supervision
- Strategic thinking and planning
- Fiscal stewardship and budget management
- High level of technology competence including ability to use and learn new applications
- Working knowledge of copyright, fair use, and licensing practices in an academic setting
- Outreach experience, including social media competency and library event planning
- Commitment to undoing racism and similar initiatives
- Ability to appropriately navigate cultural and other differences
- Ability to manage and work well with diverse people and personalities at all levels, including students, teaching faculty, administrators, staff, volunteers, and constituency
- Master's degree in Library Science from an American Library Association-accredited school

Preferred

- Graduate degree in a theological discipline
- Experience with and/or strong interest in Mennonite and Anabaptist history, theology, and contemporary practices
- Fluency in Spanish or other modern second language
- Prior experience in teaching/instruction and reference/information retrieval
- International experience

Hiring policy

Commitment to Anabaptist Mennonite Biblical Seminary's mission and support of its Anabaptist and ecumenical vision are essential. AMBS does not discriminate against employees or candidates for employment on the basis of race, sex, color, national origin, age, disability, sexual orientation, gender identity, or any other legally protected status.

AMBS is committed to anti-racism as one of the ways we practice God's reconciling mission in the world. Candidates for employment will have a strong motivation to join our efforts to work for racial equity and make AMBS an increasingly diverse learning community.

To apply, send a resume or CV, a cover letter and a list of three references with contact information to HR@ambs.edu . The references should not be current AMBS employees.

Approval date: February 3, 2026