



Director of Library Services

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

Summary

The Director of Library Services manages and represents the services and resources of the library to advance the mission of AMBS. The director is committed to participation in the AMBS learning community and to the AMBS mission of preparing leaders for the Christian church. In the midst of rapid changes in theological education and the information environment, the director collaborates with library staff and faculty to discern and implement new and improved ways the library can serve the information needs of the AMBS community. The director oversees the development of the collection and the activities of the library staff, leads instructional programming, administers the library budget, plans cooperative ventures with other libraries and information agencies, and assesses the effectiveness of the library in fulfilling its mission.

Primary Responsibilities and Duties

1. Leadership

- a. Collaborate with others to articulate the vision and strategic goals of the library in its central role of supporting theological education.
- b. Lead the library in realizing a future-oriented vision of library services by sustaining traditional practices and appropriately adopting emerging technologies.
- c. Collaborate with faculty and academic dean to ensure that the library has necessary resources for teaching, learning, and research.
- d. Network with global Anabaptist partners for developing quality resources.
- e. Represent the library and provide leadership in regional and national networks.
- f. Collaborate with other academic institutions and organizations.

2. Systems, Transitions, and Planning

- a. Manage and oversee the Integrated Library System.
- b. Skillfully network in wider library and institutional settings to adapt to changing library realities.
- c. Develop and implement library strategic planning.

3. Administration

- a. Ensure appropriate staffing levels. Facilitate professional improvement activities to support staff in achieving the strategic goals of the library.
- b. Manage budget and related funds to advance strategic goals of the library and to ensure adequate funding for resources in all teaching disciplines and programs.
- c. Compile and submit required library data to accrediting bodies and reporting agencies.
- d. Guided by the library's Collection Development and Access Policy, supervise the Resource Access Librarian.

4. Information Literacy and Instruction

- a. Ensure and oversee fulfillment of library commitments for student development of information literacy habits.

- b. Collaborate with the Resource Access Librarian and AMBS faculty to address information literacy needs and integrate information resources into class activities so students achieve course objectives and become lifelong learners.
 - c. Provide support and instruction in the use of library resources, encouraging patrons to develop skills and attitudes to thrive in an information-rich environment.
5. **Reference, Research, and Copyright**
- a. Create research tools, instructions, and library guides.
 - b. Support the Resource Access Library with copyright and fair use requirements.
 - c. Assist with reference and information search/retrieval needs for Masters-level and Doctor of Ministry students.
6. **Writing Services**
- a. Direct and promote Writing Services.
 - b. Form and lead a team of student writing tutors and volunteers to provide various types of additional assistance and support.
 - c. Monitor students' needs for writing services and other forms of academic support through assessment and conversations with students and faculty.

Required qualifications and skills

- 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 qualifications and skills

- Graduate degree in a theological discipline
- Fluency in Spanish or other modern second language
- Prior experience in teaching/instruction, reference and information retrieval, and strategic or long-range planning
- 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.

Approval date: February 3, 2026