

Job Code: 101583
Position #:(NUNC).(E)
Developed by:.....MJM
Reviewed by: KB; LK
Approved by: LK
Date: 07/22

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Associate Director, Strategic Initiatives
DIVISION: Academic Affairs (University Libraries)
REPORTS TO: Dean of University Libraries
GRADE: 14
SUPERVISES: Professional Staff and student employees

BASIC FUNCTION:

In alliance with the Dean of University Libraries, conceive, manage, and administer the development of strategic initiatives. As a member of the Library Executive Team, collaborate to determine how the library can best support emerging teaching and research initiatives. Plan and assist with establishing operating procedures for new services and special programs. Actively collaborate with library and university partners and stakeholders to promote and encourage participation in innovative programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Serve as advisor to the Dean, Library Executive Team, and other university partners regarding library strategic initiatives, significant decisions and events, and crisis planning and response.

Counsel library leadership on advancing the library's vision, mission, and strategic plan by adopting new and emerging applications and knowledge systems and examining new ways to accomplish traditional objectives.

Work with Library units (including but not limited to; Launch Lab, Circulation, Makerspace, XR (virtual reality) Lab, and AI (artificial intelligence) Lab to identify operational goals and develop methods and practices to help reach those goals.

Provide project management support to staff as needed.

Facilitate technology improvements and communicate library implementation requirements to university IT (ITS) for coordination.

Build strong teamwork habits among employees.

Promote library labs and services through various media and outreach strategies.

Oversee content creation and curation for external and internal audiences across all channels.

Direct special events, open houses, and other activities that showcase library innovations' strategic improvements and success.

Ability to set the communications vision with a keen sense of managing external messaging.

Provide leadership in coordinating and defining tech and non-tech innovation requirements for library-wide projects and initiatives.

Calibrate the traditional and innovative mission of the library to best serve the university community.

Explore opportunities for library innovations through new technologies, programming, outreach, and education.

Plan and implement library initiatives, collaborating with colleges and departments at URI and beyond.

Review and interpret emerging technologies for academic and/or library settings and identify potential strategic partnerships.

Contribute to the development of purchasing specifications for bidding on start-of-the-art equipment.

Create reports and monitor progress to support strategic initiatives.

Identify and pursue federal and private funding opportunities.

Assist in the management and oversight of budget and reporting.

Perform scientific literature reviews.

Research regulations, policies, and procedures as needed.

OTHER DUTIES AND RESPONSIBILITIES:

Perform additional duties as required.

LICENSES, TOOLS, AND EQUIPMENT:

Personal computers, printers, word processing, and spreadsheet software.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Master's Degree in Business, Management, Library Science or a related field; Minimum of three years of increasingly responsible professional experience in complex administrative logistical support; Minimum of three years of demonstrated experience with strategic planning; Demonstrated experience developing and implementing operating policies and procedures; Demonstrated administrative and organizational skills; Demonstrated ability to work independently and effectively; Demonstrated ability to articulate strategic and operational issues to diverse constituencies; Demonstrated experience as both a strategic thinker and a project manager with ability to multitask and meet deliverables; Demonstrated experience reviewing innovation trends and emerging technologies; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated ability to work with diverse groups/populations; Demonstrated ability to prepare and deliver oral presentations; Demonstrated professional experience with diverse student groups, including providing support services and programs; and, Demonstrated ability to approach to work from an equity, inclusion and accessibility perspective in dealing with students and faculty.

PREFERRED: Demonstrated professional experience in an academic library setting; Demonstrated record of participation in relevant academic events and ongoing professional development; and, Demonstrated experience writing grants.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.