

Assistant Dean, Strategic & Research Initiatives

This leadership position reports to the Dean of University Libraries (UL) and participates in the Senior Management Team, a body working with the Dean to provide over-all UL leadership, direction, and the promotion of organizational impact on OU's research and academic mission. The Assistant Dean will serve as lead designer, facilitator, and manager of UL strategy-setting, as well as organizational liaison for institutional research initiatives supporting UL contributions to institutional success. As assigned, the Assistant Dean will help define and manage Dean-sponsored initiatives and projects affecting UL-wide programs and impacts. This position facilitates the library's strategic planning process, data-gathering and analysis, and the implementation of strategic priorities. As required, the Assistant Dean will coordinate and lead designated teams and task forces supporting strategic initiatives.

Compensation: Commensurate with education and experience

Essential Duties:

- Collaborates with the Senior Management Team to sponsor, initiate, and maintain focused organizational teams and projects that integrate relevant institutional direction, priorities, and goals into aligned University Libraries program planning and delivery to promote overall library performance.
- Liaises with relevant OU offices and programs promoting faculty development and support. This may include but is not limited to: Office of the Vice President for Research & Partnerships, Office of Strategic Initiatives, Center for Faculty Excellence, Office of the Provost, Graduate College, and the Office of Institutional Research.
- Represents University Libraries in key strategic, research development/support, enabling organizational knowledge and program coordination, and advancing the libraries' impact, as delegated by the Dean of Libraries.
- Coordinates University Libraries' participation on external grants and liaises with campus offices responsible for grant submission and administration.
- Represents University Libraries on key external initiatives that advance the University's research mission, as delegated by the dean.
- Coordinates with the Research and Analytics Coordinator to provide programmatic reviews and measure impact of library strategic initiatives.
- Participates in library and university committees and task forces related to primary job assignment as appropriate or assigned.
- Maintains up-to-date professional knowledge and skills in areas related to primary job assignment by participating in appropriate professional development and continuing education activities in the library, on campus, and within the library profession.

Qualifications:

Required Education and Experience:

Graduate degree in a related area, **AND:**

- 5 years of experience in a related field.

Knowledge, Skills, and Abilities:

- Excellent written and verbal communication skills.
- Strong initiative to solve problems in a timely manner.
- Able to effectively evaluate projects/programs and produce comprehensive senior-level reports.
- Ability to establish and sustain positive working relationships with all levels of staff – administrators, faculty, staff, and student employees – within the library and university.
- Flexibility, creativity, and innovation coupled with an ability to take initiative and be self-directed.
- Strong organizational, project, and time management skills to lead and/or coordinate multiple projects.
- Ability to set priorities for self and others, to meet deadlines, and complete tasks and projects on time and within budget, and work with minimal supervision.
- Ability to perform detail-oriented tasks, analyze needs and develop action plans, and coordinate with appropriate personnel as required.
- Demonstrated technology proficiency and capabilities working with personal computers and software, the Web, and library-relevant information technology applications.

Preferred Qualifications:

- Experience in higher education administration and demonstrated senior level responsibility.
- Experience with managing large, institution-wide projects and/or program development.
- Demonstrated understanding of the role and mission of libraries in a research-intensive environment.
- OU experience preferred.

Applications

All applications must include a cover letter, resume and list of three professional references. Hiring will be contingent upon submission of academic transcripts. Interested individuals may review the full position description at libraries.ou.edu/jobs. To apply for this position, go to jobs.ou.edu and search for [job number 493651](#).

About University Libraries

University Libraries seeks to create an atmosphere in which diverse thought and experiences are valued and that promises opportunities to succeed and thrive. Named an “Education Futurist” and recipient of a Campus Technology Innovators Award, the University of Oklahoma Libraries’ award-winning facilities and resources create opportunities for faculty and students to excel. We invest in our organization by recruiting individuals committed to superior user experience and by actively strengthening and expanding our skills and capabilities.

The University of Oklahoma Libraries’ includes Bizzell Memorial Library, Youngblood Energy Library, Fine Arts Library, and the National Weather Center Library on the Norman campus and the Robert M. Bird Health Sciences Library on the Health campus in Oklahoma City, and the Schusterman Library on the Tulsa campus. We are also affiliated with the Donald E. Pray Law Library on the Norman campus.

The University of Oklahoma Libraries is the largest academic research library in the state of Oklahoma containing more than 5.4 million volumes (including 1.8 million eBooks), 3.6 million microform materials, over 300 databases, and 170,000 serials. Outstanding special collections include the History of Science Collections, with 100,000 volumes; the Western History Collections, with over 12,000 linear feet of manuscripts, 2 million photographs, 80,000 volumes, 2,700 sound recordings, 5,000 cartographic resources, and 580 works of art; the Harry W. Bass Business History Collections, with over 23,000 volumes; the John and Mary Nichols Rare Books and Special Collections, with over 12,000 volumes; and the Chinese Literature Translation Archive, which houses nearly 10,000 volumes and thousands of documents relating to translators of modern Chinese literature in the West.

University Libraries is a member of the Association of Research Libraries, Center for Research Libraries, Coalition for Networked Information, Greater Western Libraries Alliance, Scholarly Publishing and Academic Resources, Council on Library and Information Resources, Digital Public Library of America, HathiTrust, Western Storage Trust, Open Textbook Network, Library Publishing Coalition.

About the University

[The University of Oklahoma](#) serves the educational, cultural, economic, and healthcare needs of the state, region, and nation from three campuses: Norman, Health Sciences Center in Oklahoma City, and Tulsa Schusterman Center. The university is home to over 31,000 students, more than 3,500 faculty and 8,000 staff across all three campuses and is supported by a \$2 billion budget and an endowment of \$1.52 billion. In 2014, OU became the first public institution ever to rank #1 nationally in the recruitment of National Merit Scholars. The 277-acre Research Campus in Norman was named the No. 1 research campus in the nation by the Association of Research Parks in 2013.

The central campus and administrative offices of the University of Oklahoma are located in Norman, a city of more than 120,000 residents. Norman is often cited in “best places to live” rankings and is a culturally rich and vibrant community with outstanding schools, amenities, and a low cost of living. See [visitnorman.com](#) for more information about Norman. The state capital, Oklahoma City, is located 20 miles to the north. With over 1.35 million residents and a unique central plains heritage, the Oklahoma City metro is home to a diverse and lively array of arts, culture, dining, sports, and entertainment. For more information about Oklahoma City, see [visitokc.com](#)

Why You Belong at the University of Oklahoma: The University of Oklahoma values our community's unique talents, perspectives, and experiences. At OU, we aspire to harness our innovation, creativity, and collaboration for the advancement of people everywhere. You Belong Here!

Equal Employment Opportunity Statement: The University, in compliance with all applicable federal and state laws and regulations, does not discriminate on the basis of race, color, national origin, sex, sexual orientation, marital status, genetic information, gender identity/expression (consistent with applicable law), age (40 or older), religion, disability, political beliefs, or status as a veteran in any of its policies, practices, or procedures. This includes but is not limited to admissions, employment, housing, financial aid, and educational services.