



William V. S. Tubman University

Tubman Town, Maryland County

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Job Vacancy Announcement

Job Title: Director, University Library System

Status: Full-time

Reports To: Vice President for Academic Affairs (VPAA)

Minimum Qualification/s: Master's in Library Science

Date of Announcement: August 14, 2026

Deadline: August 30, 2026

Background:

William V.S. Tubman University (TU) is a public institution of higher education in Maryland County, Liberia. The university offers degree programs across six colleges: Agriculture and Food Science, Education, Health Sciences, Business and Administration, Engineering and Technology, and Arts and Sciences. In its ongoing commitment to excellence in teaching and learning, the university seeks a qualified individual for the position of Director, University Library System.

Position Summary:

The Director of the University Library System provides strategic vision, administrative leadership, and financial oversight for the university's library system. Positioned at the intersection of traditional scholarship and modern digital infrastructure, the Director ensures that the library serves as the intellectual heart of the campus. This role collaborates with academic deans, faculty, and IT leadership to support student success, faculty research, and the university's broader academic mission.

Minimum Qualifications/Requirements:

The successful candidate shall possess a Master's degree in Library Science (MLS) or Master of Library and Information Science with a Minimum of five (5) years of progressive professional experience in an academic library setting. The successful candidate is responsible for working within the Division of Academic Affairs. This role acts as a vital link between the Library and the Division of Academic Affairs, focusing on enhancing the student learning experience, leading faculty development, and driving institutional effectiveness. He/she shall facilitate training and professional development for faculty that enhances their ability to provide an engaging learning experience for students. He/she shall conduct regular assessment activities as part of the institutional library. Use assessment results to drive continuous improvement of the library. Supports and leads faculty in the adoption of new technology.

Duties and Responsibilities:

- Support and lead faculty in the evaluation, adoption, and integration of emerging instructional technologies, digital scholarship tools, and open educational resources;
- Champion programs that teach students how to effectively discover, evaluate, and ethically use information across physical and digital platforms;
- Conduct structured, regular assessment activities as a core part of the university's institutional effectiveness process;
- Analyze assessment data and user feedback to actively drive the continuous improvement of the overall student experience, library spaces, and services;
- Define and execute a progressive vision for the university library system that supports the institution's broader strategic enrollment and graduation goals;
- Oversee the allocation of the annual library budget, balancing high-cost academic journal subscriptions, database renewals, and physical facility needs;
- Mentor, manage, and evaluate a diverse team of library professionals, staff, and student assistants, fostering a user-centric service culture;
- Manage the acquisition, preservation, and curation of physical collections and institutional digital repositories;
- Collaborate with regional and national library networks and consortia to leverage institutional purchasing power for electronic resource agreements;

Skills/Abilities

- Leadership skills, including the ability to initiate and manage projects in an academic organization;
- Demonstrated experience with academic planning and program development;
- Strong organizational, project management, and analytical skills with a detail orientation;
- Strong interpersonal and communication skills;
- Motivated, self-starter, and ability to work independently;
- Problem-solving skills;
- Personal motivation;
- Customer service skills;
- Ability to lead and promote team spirit and motivate faculty, staff, and members;
- Scholarly work/research-driven and publication;
- Adapt to circumstances instead of stressing over them.

Please submit your resume, copies of degree(s), professional certificates, and transcript with a cover letter outlining your interest to:

The Assistant Vice President for Human Resources and Compliance

William V. S. Tubman University

Harper City, Maryland County, Liberia

Email: jobs@tubmanu.edu.lr

Note: Please know that only shortlisted Candidates will be contacted