



Job posting

Library System Director CETYS University

March 2018

CETYS Universidad invites nominations, expressions of interest and applications for an exceptional individual to serve as the Director of CETYS University Library System. The university is a private, not-for-profit institution located in Baja California, Mexico. Accredited in the U.S.- one of five Mexican higher education institutions with such recognition – and in Mexico. Within its three campus locations, CETYS serves over 7,000 students in the baccalaureate, undergraduate and graduate level across three colleges. Further information on the CETYS University mission, vision and institutional outcomes can be found at www.cetys.mx. Information literacy and internationalization are among the six distinctive elements of the institutional strategic plan CETYS 2020 that aims to prepare students with strong information and knowledge competencies. The CETYS University Library System holds volumes and subscriptions to data bases and e-books. Libraries teams include 28 members, including administrators, technicians and professional librarians across the three campuses in Mexicali, Tijuana and Ensenada- each with its own dedicated building infrastructure.

Description. The CETYS University Library System Director (LSD) is a newly created position that will report to the Vice President of Academic Affairs. This is a remarkable opportunity for a professional with a broad range of experiences to work across the university campuses with administration, faculty, staff and students to assist the implementation of the vision for the Library System.

- ✓ The LSD must provide a strong leadership in the administration, management and the day-to-day operation of all three libraries in Mexicali, Tijuana and Ensenada.
- ✓ The LSD will be responsible of all administrative functions that include – but not exclusive to – planning, organizing, directing and evaluating the libraries. The LSD will be expected to draft and present a strategic plan for the libraries contemplating relevant information services to members of the learning CETYS community; personnel management, analysis of policies and procedures, as well as maintenance and expansion of the existing library collection.
- ✓ The LSD is expected to transform the System Libraries into centers of excellence in information services as well as to represent the libraries in faculty affairs, committees, events, scholar initiatives, scholarship and continuing education within the institution. In addition, the director will be expected to partake in some community engagement.

- ✓ The LSD is expected to actively promote and encourage teamwork, collegiality, a positive work environment among staff and university constituents, as well as to provide excellent information service to all.
- ✓ The LSD salary ranges from \$40,000 to \$50,000 (per month, Mexican pesos), depending on academic and professional qualifications, with benefits beyond those stipulated by the Mexican labor law such as – medical and life insurance, seven weeks of paid vacations and an institutional saving fund.

Requirements.

- ✓ Doctoral degree, this or any of the former degrees must be in Library Science, Information Science, or similar fields from an accredited and academically ranked institution. The candidate must be able to demonstrate competencies in creating, disseminating and facilitating knowledge in order to be hired as a full time faculty member.
- ✓ A minimal of five years of experience in library administration – of particular value if the experience is within university libraries.
- ✓ Excellent verbal and non-verbal communication skills, publishing skills.
- ✓ English Language is required, with a minimum TOEFL score of 500 points (IELTS)- a similar evaluation such as TOEFL IBT or Cambridge exam is also accepted.
- ✓ The candidate that is offered the position is expected to assume the institutional CETYS educational philosophy and ethos and to be savvy in operational functions.

Information to apply.

All interested candidates ought to take into consideration:

- ✓ The application period for this position will be closed once a sufficient pool of applications have been received and/or the vacancy has been filled
- ✓ All interested candidates must present a copy of resume or CV, academic records and letter of interest sent to: recursos.humanos@cetys.mx.
- ✓ Those moved on to the second phase of the search will be expected to present a succinct library development proposal short, medium and long plan for the Library System, as well as three academic recommendations and take an interview with the search committee.
- ✓ For questions, inquiries or further information not included in this posting, please contact Dr. Ma. Del Carmen Echeverria del Valle, +52(686)567 3700, ext. 1890 or carmen.echeverria@cetys.mx