

Central Washington University (CWU) invites nominations and applications for the Dean of Libraries. A new Dean will be a passionate advocate for sharing the essential role of libraries, lead with vision and compassion, and demonstrate excitement to work with a dedicated team of information professionals invested in student success.

University Libraries

The Central Washington University (CWU) Brooks Library is located 100 miles southeast of Seattle, Washington, in Ellensburg, a rural, mountainous community. Serving as the largest publicly funded library in the region, the CWU Libraries includes two Center libraries in Lynnwood and Des Moines, and the main campus library serves as a hub for informational and educational resources and community support to community members in the Columbia Basin.

Serving as a campus hub for academic and creative life, CWU Libraries is committed to the communities it serves. Built in 1973, the third library in the University's history, the library continues to serve the institution's constituencies through quality service, access to resources, instructional support, undergraduate courses in the library and information science program, department connections through embedded librarianship, and a variety of innovative programs. Operated by a dedicated staff, library personnel are comprised of 5.5 tenured or tenure-earning faculty members, three non-tenured faculty, 21 professional staff, and 22 student employees. The library is also supported by the Friends of the Brooks Library group which serves as an advocate for its services, programs, and resources.

The dean oversees a collections budget of approximately \$1.8 million. CWU Libraries maintains physical and digital collections for the main campus library and University Centers' branch libraries at Des Moines and Lynnwood, including over 819,000 physical materials, 958,000 electronic holdings, and over 20,000 newspapers, magazines, and journals. Participating in resource-sharing through the Orbis Cascade Alliance, the library provides students access to more than 25 million information items.

The library staff and faculty strive to provide creative and extraordinary events and outreach to better serve their constituencies. CWU Libraries supports the campus and local community by seeking out collaborative opportunities throughout the area. A sampling of the many popular programs offered by the library includes Friends of Brooks Library yearly book sale; Finals Week events; Research Smartz quarterly workshop series; author series partnership with Lion Rock; Provost Presents series to present on faculty scholarship; and more events findable on the events calendar.

CWU Libraries' primary source of revenue is from the general operating budget of Central Washington University. The main budget is approximately \$5.1 million per year. This revenue figure is derived from state funding and tuition revenue. Additionally, the library receives \$10 per term per student. This fee revenue supplements the general operating funds. Additional sources of revenue are from an active grant writing process, a growing donor pool, collection of fees, endowments and gifts to the library, and Friends of the Library contributions. These ancillary sources of income do not feed the library's general fund but are used to provide additional and distinctive resources, space improvements, programming, special events, and staff development.

The Archives and Special Collections (ASC) is the repository for official and unofficial records that document the history of the university. In addition to collecting and preserving university records, the CWU ASC houses a multi-disciplinary collection focusing on the eight counties of central Washington

State: Benton, Chelan, Douglas, Grant, Kittitas, Klickitat, Okanogan, and Yakima. Special attention is given to Native American populations of the region such as the Yakama and Klickitat, as well as to early exploration and pioneer settlement of the area.

The library continues to grow and serve its community in a variety of ways and has been recognized both regionally and nationally:

- 2018 Recipient of NEA Big Read Grant
- 2019 NEH Common Heritage Grant
- 2019 OER Grant
- 2020 NEH Cares Grant
- 2021 ALA Libraries Transforming Communities Grants
- 2021 Washington Digital Heritage Grant
- 2022 IMLS America Rescue Plan Grant
- 2023 NEA Big Read Grant

The University

We are a team of individuals committed to Changing Students' Lives. No matter what job, each of us plays a part in supporting and empowering our students to fulfill their dreams. Working in higher education provides career growth and career choice. Think of a university campus like a mini city, operating across 380 acres. You'll find diverse academics, libraries, athletics and sporting events, full service and quick serve dining, conferences and events from small to large, recreation centers, housing, health services, police and public safety for the campus population of ~10,000 students.

Central Washington University has been named a Fulbright U.S. Scholar Program Top Producing Institution for the 2022-2023 academic year. In addition, for the seventh time in eight years, CWU is a recipient of the prestigious Higher Education Excellence in Diversity (HEED) Award from INSIGHT Into Diversity magazine. Come join us on our journey to encourage, inspire, and create spaces where all identities thrive on campus.

Tour our campus in Ellensburg here. www.youtube.com/watch?v=HjdhOegDa9A

Position Summary

The dean of libraries leads in defining and communicating the role of the library within the larger academic context and advocates, both inside and outside the university, for gaining the resources necessary to achieve library mission and goals. The dean is responsible for all areas of library administration including policy and program development, strategic and long-range planning, fiscal management, personnel supervision, integration of emerging technologies, and development of collaborative relationships. All employees are expected to support CWU's commitment to diversity and to bring and support inclusion into the university environment.

The dean reports to the Provost/Vice President for Academic and Student Life and maintains close working relationships with administrative and other personnel of the university, faculty, students, the local and statewide business communities, public agencies, and the public. The dean supervises an associate dean, an administrative specialist, a paraprofessional at the CWU-Des Moines Center, and a paraprofessional at the CWU-Lynnwood Center. In addition, the dean supervises the activities of the department chair. The dean works within a participatory faculty governance structure and fosters close working relationships with and among all constituents of the library, the university, as well as the public. The dean provides innovative leadership in fundraising and in positioning the library to respond successfully to the challenges and opportunities facing contemporary higher education.

Pay, Benefits, & Work Schedule

Salary: \$138,695 - \$180,304 annually **Schedule/Appointment:** Monday - Friday, 8:00am-5:00pm (1 hour lunch) **Working Conditions:** Work is performed in an indoor office setting with frequent in-person interactions. It is essential to be able to remain at a desk/computer workstation for prolonged periods of time, perform extensive data entry and other computer-related tasks and create/maintain filing systems for departmental records. Some evening or weekend work and occasional travel will be required.

Benefits: CWU offers a comprehensive benefits package including medical and dental insurance, retirement and optional savings plans, life and disability insurance, along with vacation and sick leave plans depending on employment classification. For additional information please visit:

www.cwu.edu/hr/benefits-perks-discounts . An employee of CWU may be eligible for the Public Service Loan Forgiveness Program if the employee has student loans. To learn more, visit:

<https://ofm.wa.gov/state-human-resources/public-service-loan-forgiveness-program> . CWU is an EEO/AA/Title IX/Veteran/Disability Employer.

How To Apply

To apply for this position, you must complete the [on-line application](#) and attach:

- A detailed cover letter clearly demonstrating how your education and experience: (a) meet the required (and, as applicable, preferred) qualifications, and (b) demonstrate the ability to perform the responsibilities as described by the posting;
- Curriculum Vitae including work history, education, training; and
- Contact information for three professional references.

Screening Begins: May 25, 2023

**Priority will be given to applications received by the screening date. Incomplete applications may not be considered.

Contact Information

Name: Susan Merrill

Title: Administrative Assistant 3

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Phone: 509-963-3553

Website: lib.cwu.edu/

Please contact Human Resources at hr@cwu.edu or 509-963-1202 if you require technical assistance with the on-line application process.

Conditions of Employment

Prior to employment, final candidate(s) will be required to sign a Sexual Misconduct disclosure in pursuant to RCW 28B.112.080 and submit to a background check. All information obtained through background investigations will be strictly confidential and revealed only to those required to have access.

