

POSITION DESCRIPTION

TITLE: Assistant Dean for Scholarly Communication, University of North Texas Libraries

SUMMARY OF POSITION

Reporting to the Associate Dean for Public Services and serving as a member of the Dean's Council of the UNT Libraries, the Assistant Dean for Scholarly Communication coordinates various activities of the Libraries designed to increase awareness in the UNT community of the transformation of scholarly communication. In addition, the position oversees a team of subject librarians with functional responsibilities most closely relating to the Libraries' services for graduate students and faculty. This position also serves as a member of the Public Services Management Team, which is composed of the division unit heads, and directly supervises employees as assigned.

SPECIFIC POSITION RESPONSIBILITIES

- Leads the UNT Libraries' activities related to scholarly communication
- Leads the UNT Libraries Scholarly Publishing Services, developing its publishing imprints and collaborating with UNT researchers to conceive publishing projects and produce them. Coordinates publishing projects or delegates coordination to the Scholarly Communication Librarian as appropriate.
- Serves as a member of the Library Dean's Council (LDC) for UNT Libraries.
- Responsible for overall activities of the Library Research Support Services Department:
 - Selects, trains and supervises the performance of the subject librarians whose functions specializations relate to faculty and graduate students
 - Evaluates operations of the department to make the best use of technology, staff, services and resources
 - Develops and administers annual operational goals in support of the Libraries' Strategic Directions
 - Maintains, develops and revises policies and procedures for the operation of the department
 - Leads the department in providing excellent customer service
- Collaborates with other Public Services Division department heads to provide a cohesive experience for students, faculty and staff.
- Serves on the Public Services Management Team and may serve as division manager in the absence of the Associate Dean.

- Serves as UNT's primary institutional contact for membership organizations related to scholarly publishing and the open movement.
- Serves as liaison to the Department of Linguistics, the Intensive English Language Institute and the Toulouse Graduate School.
- Works to meet the requirements for scholarly, creative, and professional activities.
- Works to meet the requirements for service to the libraries, university, and the community.
- Fosters positive relations with faculty, students, and staff and promotes the University's and Library's commitment to diversity.
- Assumes other duties as assigned.

Librarian _____

Date _____

Associate Dean of Libraries *Mary Ann Venner*

Date December 21, 2020