The University Libraries at Texas State University are seeking qualified applicants for our Head of Information & Undergraduate Services (IUS) position. Reporting to the Director of Research & Learning Services, this position is responsible for developing outreach to the campus community, with an emphasis on outreach to undergraduates and overseeing the 2nd floor Ask Us Service Desk, with assistance from the Computer Lab Manager.

**RESPONSIBILITIES:** Manage and supervise IUS Department staff, with special emphasis on guiding Undergraduate Instruction & Outreach Librarians. Oversee staffing, operations, and workflow for evolving Ask Us service desk. Perform marketing, outreach and public relations of IUS programs and services in collaboration with the Marketing & Promotions Coordinator. Respond to complex questions that arise as a result of managerial needs. Foster evidence-based and data-driven decision-making by seeking, gathering, and compiling data in order to assess and evaluate services in a robust and meaningful manner and to facilitate discussion prior to decision-making. Participate in collection development, instruction, and engagement activities for assigned subject area. Act as primary point of contact on weekends or as needed during the week. Engage in professional activities in accordance with Texas State University’s standards for promotion for professional librarians.

**QUALIFICATIONS:**

**Required:** Master’s degree from an ALA-accredited program; minimum one year of supervisory experience; program management, development, marketing, and assessment skills; effective organization and time management competencies; ability to handle multiple responsibilities in a changing environment; instruction/training experience; initiative and ability to work effectively as part of a team; intermediate math and financial calculation skills; ability to foster relationships with faculty and students; knowledge of core reference and library materials, information literacy framework, and standard collection development best practices.

**Preferred:** Second Master’s degree

**SALARY AND BENEFITS:** Salary commensurate with qualifications and experience. Advancement in rank is available through the Librarian/ Curator Career Ladder. Benefits include monthly contribution to health insurance/benefits package and retirement program. No state or local income tax.

**BACKGROUND CHECK:** Employment with Texas State University is contingent upon the outcome of a criminal history background check. This includes transfers and promotions from within.

**Application information:**

Apply online at [http://jobs.hr.txstate.edu](http://jobs.hr.txstate.edu)

Texas State's 38,661 students choose from 98 bachelor’s, 93 master’s and 14 doctoral degree programs offered by the following colleges: [Applied Arts](http://www.txstate.edu/arts/), [McCoy College of Business Administration](http://www.txstate.edu/studentaffairs/mba/), [Education](http://www.txstate.edu/education/), [Fine Arts and Communication](http://www.txstate.edu/arts/), [Health Professions](http://www.txstate.edu/healthprofessions/), [Liberal Arts](http://www.txstate.edu/arts/), [Science and Engineering](http://www.txstate.edu/science/), [University College](http://www.txstate.edu/universitycollege/) and [The Graduate College](http://www.txstate.edu/grad). As an Emerging Research University, Texas State offers opportunities for discovery and innovation to faculty and students.

Our students come from around the globe, and our student body is diverse. Fifty-two percent of Texas State students are ethnic minorities. Texas State ranks 14th in the nation for total bachelor’s degrees awarded to Hispanic students.

Texas State University is an Equal Opportunity Employer. Texas State, a member of the Texas State University System, is committed to increasing the number of women and minorities in administrative and professional positions.