

Job Title: Director of Library Services

Reports to: Vice Chancellor

About Ashoka University:

Ashoka University is a pioneering university in India, providing an interdisciplinary liberal education on par with the best universities in the world. Ashoka students learn to be critical thinkers, effective communicators and ethical leaders, from outstanding faculty who have previously taught in leading global and Indian universities. In a very short time, the university has established a stellar reputation for quality of faculty and student experience. Ashoka University students have been placed in many of India's leading organizations in the consulting, banking, corporate, CSR and social sectors.

Overview:

To provide effective leadership and management of the School's Library, Archives, and Special Collections (Library Services) from strategic development to service delivery. To develop, implement and evaluate an integrated strategy for the full range of Library Services in line with the vision and objectives of the School, particularly in support of teaching, learning and research.

Accountability:

- As a senior leader within Ashoka University, contribute to the development of the Ashoka University's vision and strategy and establish and maintain the appropriate operational, policy and support frameworks (for students, staff and other key stakeholders) on which the Ashoka University's operation and future development is built.
- Develop the strategy and action plan for Library Services to ensure the delivery of client-focused services, the provision of appropriate collections of information resources and information access, and the development of information resource discovery mechanisms to meet the evolving needs of faculty, students, researchers, support staff, members of the community, including alumni, and others as appropriate.
- Recruit, inspire, lead, motivate, develop, mentor and manage Library and Archives staff, creating opportunities for innovation and continuous improvement and developing a capable team committed to the delivery of effective and efficient Library Services.
- Promote equity and lead the development of inclusive practices addressing the needs of a diverse client body, ensuring compliance with staff conduct and occupational health and safety requirements.
- Take accountability for the overall user experience, ensuring a deep understanding of emerging needs and requirements of all clients.
- Ensure the efficient and effective running of the Library Services, monitoring performance through the development of appropriate output measures, expenditure controls, client surveys, quality assurance, benchmarking activities and other metrics as required
- Plan and manage the development and maintenance of the Library Service's facilities and physical infrastructure to ensure that the environment is a stimulating, attractive, creative place that is supportive, appropriate and challenging, for both staff, clients, and external researchers.

Role and Responsibilities:

- Develop and manage the Library Services budget and resource allocations to ensure they meet established objectives, operating within Ashoka University's financial regulations and policies.
- Develop and operationalize, with strategic partners, policies and plans for preservation, digitization and digital data curation for Library Services and Archives, investigating commercial opportunities as appropriate.
- Develop and maintain positive relationships with Ashoka University's academic departments and professional services.
- Increase engagement with Library Services across Ashoka University and promote the value of the resources in the Library and Archives.
- Establish strong linkages and outreach programs to students, faculty, staff and other clients, maintaining open communication and ensuring a deep understanding by all Library and Archives staff of emerging needs and requirements.
- Ensure the efficiency and effectiveness of the Library Service's public relations, outreach programs and communications strategies, both internally and externally, including publications, events, website content and other promotional activities, ensuring the embedding of Library Services into Ashoka University's educational programs, research activities and community outreach.

- Formulate, participate in, and implement appropriate development, philanthropic engagement and fundraising activities for the Library Services, working with others as appropriate and managing grants, donations and gifts in accordance with Ashoka University's policies.
- Act as an ambassador for Ashoka University at all times both internally and externally.
- Direct all operations of the library. Propose, implement and interpret library policies for all staff and assign duties to the staff.
- Supervise and evaluate the performance of all staff, including volunteers, and provide guidance, assistance and training as necessary.
- Consult with Board of Management on planning and defining future need of the library.
- Oversee the selection and general collection of books and other items and resources contained in the library. Approve library purchase orders with final approval by the Board of Management. Review books, periodicals and collections which are outdated or not used, and coordinate removal and disposition.
- Determine problem areas or areas when improved services may be introduced and take
- Supervise implementation of new programs and services.
- Plan, initiate and supervise improvements in operations, procedures and staff organization.
- Perform tasks related to the intra-library program.
- Maintain a safe, comfortable and secure environment for patrons.
- File the necessary reports with the State Library system.
- Develop and maintain the library website - <http://library.ashoka.edu.in/>
- Maintain a detailed cleaning list and job log for specific requests regarding maintenance or jobs needing taken care of by certain staff or volunteers.
- Place advertisements in appropriate publications for job openings and events.
- Monitor all donations (books, DVDs, magazines, videos, collections, etc.)

Knowledge, Skills and experience required:

The successful candidate will demonstrate excellence in the following personal qualities, capabilities, skills and knowledge. Unless noted otherwise (desirable), all points below should be regarded as 'essential'.

- A strong understanding of the climate of the Higher Education sector in the India and internationally.
- Experience of successful leadership in a large academic and/or research Library.
- Strong strategic management skills, including the ability to balance the Library Service's needs with the need to contribute to the interests of Ashoka University as a whole.
- Ability to think creatively, introduce innovation and implement sustainable change.
- Excellent communication, negotiation and persuasion skills, with an ability to build key internal and external relationships with stakeholders (including government, industry, relevant professions and the wider community).
- An in-depth understanding of learning, teaching and research, and experience with the provision of Library Services including the use of innovative information technologies to support the delivery of information.
- Knowledge and experience of delivering various facets of a high-quality Library experience.
- Conversant with digital archives.
- Experience in the development and delivery of persuasive and data-driven business cases and plans.
- Proven commercial acumen with an ability to operate strategically whilst seeing the big picture.
- Ability to champion and oversee the contribution of the Library Services to the wider Ashoka University strategy.
- Ability to make judgments on significant new challenges where precedents may not apply.
- Ability to develop innovative and practical solutions within a complex organization.
- Capability to manage relationships at all levels, and the ability to influence and persuade senior academic colleagues and stakeholders.
- Demonstrable ability to provide inspirational direction and leadership and motivate
- Teams to achieve goals and objectives, including the ability to formulate new ideas and innovation.
- Strong planning and organizational skills; able to translate business strategies into clear objectives, plans and priorities.
- Experience of working collaboratively as part of a leadership team.
- Experience in outreach activities developing collaborative relationships and attracting funding.
- Demonstrated awareness of and commitment of equity principles, organizational ethics, and knowledge of occupational health and safety policies and requirements.

Venue of work: Ashoka University campus at Rajiv Gandhi Education City, Sonepat in the Delhi NCR

Days of work: This is a full-time role, Monday – Friday. The Library works 24/7 will have be available if required on weekends occasionally /can opt for 8 hour duty on rotation.

Please send your resumes at Dipali.sheth@ashoka.edu.in