



Job Title: Library Director and Registrar

Supervisor: Vice President of Academic Affairs

Revised: April 2023

Position Summary: Directs the library and performs the registrar responsibilities of the College. As a small college, these are both part-time roles that compliment one another in a single full-time position.

Library Duties and Responsibilities:

- Oversees circulation duties;
- Assists patrons as needed and in special requests;
- Promotes library services to students and local community;
- Manages the library budget for the purchase of books, e-resources, supplies, technology, library memberships, dues, continuing education and other purchases;
- Recruits, trains, schedules, and supervises all library personnel;
- Manages the college's library collection (selection and ordering of resources, cataloging and original cataloging, inventory, weeding, etc.)
- Participates with faculty in planning of the curriculum;
- Prepares and conducts library orientation for all new students;
- Instructs students from the Effective Written Communication class concerning information literacy;
- Chairs meetings (typically 1-2 per year) of the Library Committee;
- Maintains liaison relationships with Montana Shared Catalog, TRAILS, and other helpful liaisons, as needed;
- Oversees maintenance of online catalog and e-resources;
- Watches library web page and communicates with website person to keep up to date;
- Assesses library activities and services and strategically plans for the future;
- Develops (as needed) and maintains library policy and procedures;
- Directs on-site monetary collections and fiscal reporting per MBC policies;
- Oversees enforcement of library rules for the protection of library patrons and property;
- Oversees maintenance of the library premises, equipment and property;
- Pursues continuing education for the purpose of improving library services and maintains membership in professional organizations;

Registrar Duties and Responsibilities:

- Maintains student grade records and accommodates transcript requests;
- Assists students with class registration and guides in their program progression;
- Oversees class add/drop policies and practices; assists students as needed;
- Serves as the authority on the transfer and substitution of classes; processes transfer requests from applicants;
- Assures grade reports from faculty are completed on Populi;
- Develops semester schedules in conjunction with the VP of Academic Affairs;
- Assists faculty in knowing how to handle special student circumstances such as extended student illnesses or finishing an incomplete course;
- Helps faculty and any student success staff to monitor academically at-risk students throughout the semester (faculty reminders; mid-term grade report);
- Manages the academic side of MBC's college management software, Populi;
- Is an active member of the Academic Committee;
- Oversees graduation.

Other Duties:

- Participates in MBC's student discipleship program;
- Performs other duties as assigned.

Competencies:

To perform the job successfully, an individual should possess the following competencies (training provided to help an otherwise qualified person attain them).

- Soft Skills:
 - Evident Christian character, humility in personal/professional interaction, a commitment to confidentiality, submission to authority, a ministry/servant mindset;
 - A strong affinity for the mission and values of Montana Bible College;
 - Strong interpersonal and communication skills, both orally and in writing, and the ability to work effectively with a wide range of constituencies
 - Ability to foster a cooperative and collaborative work environment;
 - Ability to manage support staff effectively;
 - Self-motivated and able to organize, prioritize and schedule work assignments for high output;
 - Strong detail-oriented mind-set;
- Hard Skills:
 - Knowledge of the College's academic policies and procedures;
 - Skill in formulating policy and developing and implementing strategies and procedures;

- Knowledge of associated local, state, federal, and other regulations related to transfer of credits from other schools;
- Familiarity and proficiency with various software and cloud platforms including general ones such as Microsoft Office Suite and Google as well as those that are library-specific.
- Ability to analyze and report on academic information for oversight bodies such as the Board of Directors and Association of Biblical Higher Education;
- Member of a local evangelical Bible-teaching church body.

Supervisory Responsibilities: Student library workers

Education and Experience: Bachelors Degree required; Master's Degree in Library Science or Information Literacy or similar required (limited potential exists to hire a person willing to obtain the requisite master's degree); experience in an educational institution preferred.

Hours and Remuneration: This is a full-time salaried position starting at \$60,000 for a person with the experience, background and skills we are seeking.