



EMORY | LIBRARIES



Director, Access & Instructional Services

Information Session

Join Our Information Session: Director of
Access & Instructional Services

Date: Thursday, August 20, 2026

Time: 3:00 PM- 4:00 PM (EST)

Details: Learn more about the position and
what we're seeking in the next Director, Access
& Instructional Services

If you're interested and available to join, please
register here to receive the Zoom webinar link:

[🔗 Director, Access and Instructional Services](#)

Discover Your Career at Emory University

Emory University is a leading research university that fosters excellence and attracts world-class talent to innovate today and prepare leaders for the future. We welcome candidates who can contribute to the excellence of our academic community.

EMORY UNIVERSITY

Position Summary

Reporting to the Associate University Librarian for Research, Engagement, and Scholarly Communications, the Director, Access & Instructional Services provides leadership, vision, and strategic planning to ensure access to library resources, the effective management of information literacy and engagement programs, and support for student learning and success.

The Director oversees a portfolio of user services, including Access Services (circulation, interlibrary loan, document delivery, course reserves, and reference), in addition to Instruction and Engagement, supervising three department heads and twelve indirect reports.

As a member of the Research, Engagement, and Scholarly Communications Division leadership team, the Director contributes to strategic and annual planning, including the development and implementation of major initiatives and oversight of services, policies, programs, resource allocation, and human resource management.

Salary:
Commensurate with qualifications and experience

Position Availability:
Immediately

Administration

- Develops, leads, and coordinates User Services, Interlibrary Loan and Reserves, and Instruction and Engagement teams through overall administration and continuous improvement of their respective services, based on strategic priorities, analysis of user needs, and knowledge of professional best practices. Services include coverage of key service points, reference, resource sharing, research assistance, instruction, and outreach.
- Sets priorities and long-term planning for the three teams in the department.
- Leads organizational change initiatives, including service model evolution, space transformation, and adoption of new technologies to enhance user experience.
- Identify, develop, recommend, and implement programs and policies in collaboration with appropriate partners
- Works collaboratively to develop and implement assessment strategies to measure service effectiveness, student learning outcomes, and user engagement
- Administer budget and manage resources within the three teams.
- Coordinates across the libraries at Emory to develop and manage workflows and services among units
- Keeps abreast of and participates with national and international external groups focusing on relevant areas. Analyzes and communicates trends
- Performs other duties as assigned

Managerial Responsibilities

- Works closely with the AUL for Research, Engagement, and Scholarly Communications (RESC) and the Director of Collections and Open Strategies to lead RESC's eleven teams.
- Directly supervises 3 FTE librarians: Head of Instruction and Engagement, Head of Interlibrary Loan & Course Reserves, and Head of User Services.
- Helps coordinate recruiting, hiring, orientation, training, supervision, evaluation, and development of staff and student employees
- Coach, mentor and counsel both direct and indirect reports
- Ensure effective communication with department staff and library users about library programs and initiatives

Professional Responsibilities

- Participate in professional and scholarly associations; maintain membership and accreditation; participate in meetings, conferences, and workshops; serve in appointed or elected positions
- Maintain up-to-date professional knowledge and skills related to job responsibilities and current trends in higher education, academic libraries, and information technology
- Adhere to guidelines in the Emory Handbook Governing the Librarian series for Faculty-Equivalent Librarians regarding appointment, renewal, and promotion
- Participate in library and campus committees

Qualifications

Required Qualifications

- ALA-accredited master's degree in library and information science OR equivalent education and experience.
- Minimum five years of experience in a college, university, or research library, including reference and instruction, and demonstrated experience managing and leading in an academic library
- Ability to communicate effectively (verbal, written, and graphic) through various communication channels
- Demonstrated skills in managing a budget and balancing financial and staff priorities.

Preferred Qualifications

- Experience or strong interest in applying emerging technologies to enhance library services, resource accessibility, and instructional support.
- Aptitude for developing and maintaining interpersonal relationships
- Evidence of active participation, involvement, and leadership in local, state, regional, national, or international professional or scholarly associations.
- Demonstrated understanding of trends in user services, information literacy, resource sharing, course reserves and student success initiatives



Emory is an equal opportunity employer, and qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, protected veteran status or other characteristics protected by state or federal law. Emory University does not discriminate in admissions, educational programs, or employment, including recruitment, hiring, promotions, transfers, discipline, terminations, wage and salary administration, benefits, and training. Students, faculty, and staff are assured of participation in university programs and in the use of facilities without such discrimination. Emory University complies with Section 503 of the Rehabilitation Act of 1973, the Vietnam Era Veteran's Readjustment Assistance Act, and applicable executive orders, federal and state regulations regarding nondiscrimination, equal opportunity, and affirmative action (for protected veterans and individuals with disabilities). Inquiries regarding this policy should be directed to the Emory University Department of Equity and Civil Rights Compliance, 201 Dowman Drive, Administration Building, Atlanta, GA 30322. Telephone: 404-727-9867 (V) | 404-712-2049 (TDD).

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Application Procedures

Interested candidates should review the applications requirements and apply online at <https://apply.interfolio.com/190618>

Applications may be submitted as Word or PDF attachments and must include:

- 1) A **cover letter that includes a statement of interest**, describing your qualifications and relevant experience, as well as your interest in this position and in contributing to the mission and values of Emory.
- 2) A **current resume or curriculum vitae (CV)** detailing your educational background and relevant professional experience.
- 3) **On a separate document list the names, email addresses, and telephone numbers of 3 professional references** including a current or previous supervisor.

Candidates applying by September 4, 2026, will receive priority consideration.

Review of applications will continue until position is successfully filled.



General Information

Professional librarians at Emory Libraries are 12-month faculty-equivalent positions evaluated annually with assigned ranks renewable for 3 or 5 years based on experience and background. Appropriate professional leave and funding is provided. Depending on educational credentials and position, librarians may be considered for a shared/dual appointment between the library and academic department as a faculty member.

Librarian appointees at Emory generally have educational credentials and professional backgrounds with academic library experience and/or disciplinary knowledge and demonstrate a commitment to continuous learning, professional engagement and involvement, research and scholarship, creativity, innovation, and flexibility. Such backgrounds will normally include a graduate degree from an ALA-accredited library and information science program AND/OR a discipline-specific master's OR doctoral degree. In addition to professional competence and service within the library in the primary job assignment, advancement and/or appointment renewal requires professional involvement and contributions outside of the library and scholarly activities. Candidates must show evidence or promise of such contributions.

Emory provides an extremely competitive fringe benefit plan that includes personal leave, holiday pay, medical and dental plans, life insurance, courtesy scholarships, and tuition reimbursement just to name a few.

For a full list of benefit programs, please go to

<http://www.hr.emory.edu/eu/benefits/>



About Emory Libraries

Emory Libraries staff, including student workers, number approximately 350 with an overall library budget of approximately \$42 million. Emory University Libraries is a member of the Association of Research Libraries (ARL), the Association of College and Research Libraries (ACRL), the Atlanta Regional Council for Higher Education (ARCHE), the Coalition for Networked Information (CNI), the Center for Research Libraries (CRL), the Council on Library and Information Resources (CLIR), the Digital Library Federation (DLF), International Federation of Library Associations and Institutions (IFLA), and the Scholarly Publishing & Academic Resources Coalition (SPARC) as well as regional associations including the Association of Southeastern Research Libraries (ASERL) and Georgia Library Learning Online (GALILEO).



The Emory University Libraries include the Robert W. Woodruff Library, which is also home to the Goizueta Business Library, the Heilbrun Music and Media Library, and the Stuart A. Rose Manuscript, Archives, and Rare Book Library. Other library spaces include the Science Commons, Cox Hall Computing Center, the Library Service Center operated in collaboration with the Georgia Institute of Technology, the Woodruff Health Sciences Center Library, the Pitts Theology Library, the Hugh F. MacMillan Law Library, and the Oxford College Library located on the Oxford Campus approximately 30 miles from Atlanta.

About Emory University

Emory University is internationally recognized for its outstanding liberal arts college, superb professional schools, and one of the South's leading health care systems. Emory's beautiful, leafy main campus is located in Atlanta's historic Druid Hills suburb and is home to 8,347 undergraduates and 7,795 graduate and professional students. As the second largest private employer in Atlanta, Emory University and Emory Healthcare have a combined workforce of approximately, 37,716 and an annual operating budget of \$5.6 billion. Emory University secured \$1.1 billion in sponsored research awards in FY24.



Ranked among the top 25 Association of Research Libraries (ARL) in North America, Emory University Libraries in Atlanta and Oxford, Georgia is the interdisciplinary intellectual commons for Emory University. The collections at the nine Emory Libraries include more than 5.6 million volumes, 430,000 electronic journals, over 1.8 million electronic books, and internationally renowned special collections. The Stuart A. Rose Manuscript, Archives, and Rare Books Library is home to over 133,976 print titles, 200,000 volumes and 21,000 linear feet of manuscript material. Rose Library's collections span more than 800 years of history, with particular depth in modern literature and poetry, African American history and culture, political, social and cultural movements, and the University's archives.



About the Surrounding Community

Emory's Atlanta campus is centrally located in the metro-Atlanta neighborhood of Druid Hills. You'll be just a short drive away from renowned research centers, museums and music venues, global corporations, and a world of opportunity that you can only find here.

Nowhere else can you find hip-hop and history, Fortune 500s and flowering magnolias all in one place. The birthplace of Martin Luther King Jr., Atlanta is home to former US President Jimmy Carter, the CDC, Coca-Cola, and chicken and waffles, there's nowhere quite like Atlanta. Here, you'll make personal discoveries and professional connections to last a lifetime.

Atlanta is an international hub for health care, business, arts, and culture. From the Centers for Disease Control and Prevention to the High Museum of Art, the city is brimming with world-renowned institutions where you can make your mark.

Whether your passion is public service, health care, activism, or the arts, you can grow it in Atlanta. Emory partners with institutions around Atlanta and is home to numerous centers, so that you can make connections and discover a career path that fulfills you.

[Learn more about Centers, Institutes, and Partners.](#)



About Emory's Benefits

- Emory provides financial incentives for your participation in healthy activities. Healthy Rewards and Incentives: www.hr.emory.edu/eu/rewards/healthy-incentives/index.html
- Paid Parental Leave – Emory University provides paid parental leave to eligible staff employees who experience the birth or adoption of a child, up to 6 weeks.
- Emory offers 11 holidays per year.
- Three (3) Winter Recess Days (falls between Christmas and New Year's) – paid leave.
- Emory supports a variety of flexible work arrangements to increase the agility of our workforce, and to improve work-life effectiveness.
- Emory offers Tuition Reimbursement www.hr.emory.edu/eu/benefits/faculty-staff/tuition-reimbursement/index.html
- Courtesy Scholarship available to eligible Emory employees and their family members <https://www.hr.emory.edu/eu/benefits/faculty-staff/courtesy-scholarship/index.html>
- Emory offers 403(b) retirement programs with Fidelity Investments and TIAA-CREF.

