



**EXECUTIVE LEADERSHIP OPPORTUNITIES
UNIVERSITY OF NOTRE DAME HESBURGH LIBRARIES**

ASSOCIATE UNIVERSITY LIBRARIAN OPERATIONS AND ENTERPRISE SERVICES

The individual who earns this appointment will be an effective leader and supervisor who will improve the execution of core, integral services and functions, the consistent excellence of which is critical to the organization’s ability to meet or exceed the standards within its new strategic framework.

Stewardship and oversight responsibilities include the following areas: budget and finance; data, analytics, and research; events and productions; policy; project management; and space and facilities.

EXECUTIVE LEADERSHIP OPPORTUNITIES OVERVIEW

The [Hesburgh Libraries](#) at the [University of Notre Dame](#) advances institutional priorities by utilizing a talent process that maximizes professional and personal potential, implementing innovative services that further intellectual inquiry, and facilitating access to knowledge across a wide range of scholarly resources in numerous disciplines and formats. In a rare opportunity, the Hesburgh Libraries is launching a global search for an incoming cohort of three (3) associate university librarians. The exceptional professionals selected by the search committee will begin in spring or summer 2023, and they will help the Hesburgh Libraries advance Notre Dame's aspirations to become one of the elite and renown research universities in the world.

Hesburgh Libraries will conduct a single search process for all three roles, which are Associate University Librarian, Scholarly Resources and Services; Associate University Librarian, Digital Strategies and Technology; and Associate University Librarian, Operations and Enterprise Services. Upon hire, all three roles will report to Dr. K. Matthew Dames, Edward H. Arnold Dean, Hesburgh Libraries and University of Notre Dame Press and the 61st president of the Association of Research Libraries. Dean Dames is chair of this search process.

All three roles will join the Hesburgh Libraries organization and the University of Notre Dame near the beginning of [Notre Dame's "For Good" Initiative](#) which will fund strategic framework priorities throughout the next decade. For the first time in its history, the Hesburgh Libraries and University of Notre Dame Press organizations have a centrally assigned Academic Advancement Officer from University Development to help the Hesburgh Libraries Executive Team develop external funding for strategic and organizational priorities. Both the Hesburgh Libraries organization and the University are exceptionally well positioned financially for progress: the Hesburgh Libraries FY23 budget exceeds \$35 million and is growing, and the market value of the University of Notre Dame's endowment pool exceeds \$20 billion as of this writing.

Additionally, in 2022, the Hesburgh Libraries developed a new mission, vision, and [strategic framework](#) designed to help advance Notre Dame's aspirations to be recognized as one of the world's leading research universities while prioritizing human and professional flourishing. Within this new framework, each member of the library community plays a key role in advancing strategic goals and objectives, sustaining critical operations, and defining shared values.

The entire search process will be managed by Hesburgh Libraries leadership and select members of its Talent Team. Candidates may apply simultaneously for up to two of the open roles. This comprehensive profile contains information about the Associate University Librarian, Operations and Enterprise Services role, Hesburgh Libraries and its leadership, the University of Notre Dame and its leadership, and instructions for applying to one or more roles. (There are separate comprehensive profiles available for the Associate University Librarian, Scholarly Resources and Services and the Associate University Librarian, Digital Strategies and Technology roles. You may access these additional profiles on the [Hesburgh Libraries Employment Opportunities web page](#).

This profile also serves as a reference document that will help candidates prepare for all stages of the search process.

Dean K. Matthew Dames will begin recruiting for these positions at the December 2022 Coalition of Networked Information conference in Washington, DC.

The search committee begins reviewing applications in January 2023 and will prioritize early applications. All application materials must be submitted on or before 11:59 PM ET on March 1, 2023. For additional information about these and other Hesburgh Libraries employment opportunities, please see the [Hesburgh Libraries Employment Opportunities web page](#) and the [Hesburgh Libraries LinkedIn page](#).

ANCHOR LINKS TO SECTIONS

PAGE 4 About the Hesburgh Libraries

PAGE 9 Position Description

PAGE 13 Hesburgh Libraries Leadership

PAGE 17 About the University of Notre Dame

PAGE 21 Search Process Overview

PAGE 23 How to Apply

ABOUT THE HESBURGH LIBRARIES



The Hesburgh Libraries system and the flagship Hesburgh Library building are named in honor of [Rev. Theodore M. Hesburgh, C.S.C.](#) (1917-2015), who served as Notre Dame's 15th president for 35 years and, [according to *The New York Times*](#), "transformed Catholic higher education in America and raised a powerful moral voice in national affairs." As Father Hesburgh first envisioned, the library serves as the academic heart of the University and stands as a symbol of academic excellence and the pursuit of truth both on Notre Dame's storied Indiana campus and with scholarly communities around the world.

Mission

Hesburgh Libraries cultivates curiosity and discovery as a hub for intellectual life. We advance the University's research, teaching, and learning goals while fostering Notre Dame's engagement with the global scholarly community.

Vision

Hesburgh Libraries will be a collaborative, diverse, and inclusive community that advances human flourishing. Collectively, we will shift the paradigm on how research libraries further the creation, understanding, and use of knowledge.

Strategic Framework and Recent Progress

In 2022, the Hesburgh Libraries developed a new mission, vision, and [strategic framework](#) designed to help advance Notre Dame's aspirations to be recognized as one of the world's leading research universities while prioritizing human and professional flourishing. Within this new framework, each member of the library community plays a key role in advancing

strategic goals and objectives, sustaining critical operations, and defining shared values. Throughout the academic year, our workforce will envision how these values guide and help build an inclusive, diverse, and dynamic culture as we partner across the institution at all integration points throughout the teaching and research life cycle.

Earlier this year, the [University of Notre Dame's Board of Trustees](#) and the [Office of the Provost](#) approved elevating the chief librarian's rank to academic dean for the first time in Notre Dame's history. Dean K. Matthew Dames has served as chief librarian since August 2021. He is the first African American to lead the Hesburgh Libraries, and the University's first dean to serve as president of the Association of Research Libraries (ARL). Dames served as ARL's 61st president from 2021 to 2022. A more complete profile of Dean Dames is available on pages 13-14 of this profile.

Diversity, Equity, and Inclusion

We expect that the successful candidates will increase the diversity of voices within research libraries, higher education, and cultural heritage institutions. As integral members of the Hesburgh Libraries Executive Team, each of these new associate university librarians not only will be sensitive to the history of exclusion within libraries and other information enterprises, but also will be willing and able to identify, challenge, and eliminate bias or exclusion that may hamper or impair the Libraries' optimal performance. Through their materials, applicants should clearly demonstrate how they have embodied, fostered, or implemented an equitable culture that considers diversity to be a competitive advantage.

While the University of Notre Dame welcomes and actively seeks Catholic intellectuals, what the University asks of all its scholars and students is not a particular creedal affiliation, but a respect for the objectives of Notre Dame, and a willingness to enter into the conversation that gives it life and character. Therefore, the University insists upon academic freedom that makes open discussion and inquiry possible.

The Hesburgh Libraries and the University of Notre Dame greatly value diversity of experience, thought, religion, and perspective. In these distinctive roles, the Search Committee members anticipate that the executives we hire will demonstrate and argue persuasively for how their varied experiences—across various years, sectors, and industries—will add value to our organization. We are especially interested in candidates whose experience indicates they have a history of navigating effectively amidst diverse audiences and within a large organization. The Dean has carefully crafted these associate university librarian roles not so much as jobs, but instead as roles that allow unique individuals to add overall value to a developing executive team at a critical juncture in our organizational development.

Hesburgh Libraries has developed a [library-specific DEI plan](#) that aligns with the [University's diversity, equity, and inclusion values](#) and the [Notre Dame Board of Trustees Task Force Report on Diversity, Equity, and Inclusion](#). We are committed to diversity, equity, and inclusion and seek candidates who will contribute to a climate that supports students, faculty, and staff of all identities and backgrounds.

The Organization



As the primary library system on Notre Dame's campus, Hesburgh Libraries is a dynamic organization that features the flagship Hesburgh Library. Hesburgh Library, along with the [Main Building](#) and the [Basilica of the Sacred Heart](#), is one of three iconic buildings that define the skyline of the Notre Dame campus. It also features the world-famous [Word of Life mural](#) (affectionately known as "Touchdown Jesus"), an artistic work by Millard Sheets that has greeted visitors at the Hesburgh Library's main entrance since 1964.

The Hesburgh Library building houses the [Navari Family Center for Digital Scholarship](#), the [Medieval Institute Library](#), [Rare Books & Special Collections](#), [University Archives](#), and the [Visual Resources Center](#). The Hesburgh Libraries organization also includes three specialty libraries located across the Notre Dame campus ([Architecture Library](#), [Business Library](#), and [Music Library](#)).

Whether online or within the nearly 500,000 square feet of library spaces, the Hesburgh Libraries engages audiences, inspires intellectual inquiry, and advances teaching and research across the campus and around the world.

Hesburgh Libraries employs nearly 200 people, including more than 50 non-tenure library faculty members, and has been a long-standing member of several organizations, including the [Association of Research Libraries \(ARL\)](#), [Council on Library and Information Resources \(CLIR\)](#), [Coalition for Networked Information \(CNI\)](#), [Northeast Research Libraries Consortium \(NERL\)](#), [HathiTrust](#), and the [OCLC Research Library Partnership](#).

Additional information about the Hesburgh Libraries can be found on the [Libraries' website](#). For additional information about working at the University of Notre Dame and various benefits available to employees, please visit the [HR website](#).

Library Faculty Appointments

Faculty appointment, salary, and rank are nationally competitive with peer Association of Research Libraries (ARL) members and commensurate with experience and qualifications.

Per the [University's Academic Articles](#), librarians at Hesburgh Libraries qualify for non-tenure Library Faculty appointments. Candidates may learn more about non-tenure Library Faculty status through the University's Academic Articles and the Hesburgh Libraries information circular [Criteria for Library Faculty Appointment and Promotion](#).

Both documents are available in the Library Faculty Positions section of the [Hesburgh Libraries Employment Opportunities web page](#).

In addition, the University of Notre Dame offers an outstanding benefits package. Candidates can view summaries of benefits on the [Human Resources Benefits Summaries web page](#). For this role, view the summary titled "Regular Faculty {Full-Time}."

Finally, the University of Notre Dame supports the needs of dual career couples and has a Dual Career Assistance Program to assist relocating spouses and significant others with their job search. Candidates can view summaries of this program on the [Human Resources Dual Career Assistance Program web page](#).



Summary of Open Roles

Hesburgh Libraries at the University of Notre Dame is launching global searches for the following executive roles:

Associate University Librarian, Scholarly Resources and Services

The individual who earns this appointment will be an effective leader and supervisor who will excel at managing the Hesburgh Libraries' largest division (by FTE, with the largest percentage of non-tenure Library Faculty) and the division that has the most public-facing units. The candidate we choose also will excel at managing a nine-figure scholarly resources portfolio, public and community scholarly services, and their synergy in ways that elevate, reinforce, and promote the Hesburgh Libraries and the scholarly output of the University's academic core.

[A full description of the AUL for Scholarly Resources and Services position is available in a separate profile \(PDF\).](#)

Associate University Librarian, Digital Strategies and Technology

The individual who earns this appointment will be an effective leader and supervisor who will excel at managing core technology systems and services—both as a discrete unit and in partnership with key stakeholders such as the University's Office of Information Technology, Notre Dame Research, and the Office of the Provost—that implement and leverage technology to facilitate the production and long-term management of impactful research, scholarship, and teaching.

[A full description of the AUL for Digital Strategies and Technology position is available in a separate profile \(PDF\).](#)

Associate University Librarian, Operations and Enterprise Services

The individual who earns this appointment will be an effective leader and supervisor who will improve the execution of core, integral services and functions, the consistent excellence of which is critical to the organization's ability to meet or exceed the standards within its new strategic framework. Stewardship and oversight responsibilities include the following areas: budget and finance; data, analytics, and research; events and productions; policy; project management; and space and facilities.

A full description of this position is available on pages 9-12 of this profile.

We have included information about the search process and instructions on how to submit application materials beginning on page 21 of this profile.

POSITION PROFILE: ASSOCIATE UNIVERSITY LIBRARIAN, OPERATIONS AND ENTERPRISE SERVICES

Overview

The individual who earns this appointment will be an effective leader and supervisor who improves the functionality and prominence of our physical space footprint, develops and expands core sustainer services, and implements an incisive program of metrics and analytics that provides key insights for effectiveness and continual improvement.

The AUL, Operations and Enterprise Services is a new position for which there is no incumbent or predecessor. This individual will steward, supervise, and manage a refreshed Hesburgh Libraries Operations and Enterprise Services (OES) Division, its personnel, and its resources in ways that advance the mission, vision, strategic priorities, goals, objectives, key results, and values of the University of Notre Dame and its main library system. The OES Division has stewardship and oversight responsibilities for departments that manage enterprise shared services functions across the Hesburgh Libraries organization, including those for budget and finance; data, analytics, and research; events and productions; policy; project management; and space and facilities.

The data, analytics, and research; events and productions; and policy units within the OES Division will be brand new. The incoming leader will have an opportunity to bring their ingenuity and inventiveness to shape these units in ways that not only align with Hesburgh Libraries and Notre Dame's strategic framework, but will do so in ways that provide a competitive advantage for the University, its students, faculty, and Hesburgh Libraries employees. In particular, the new data, analytics, and research unit is an area that will establish, oversee, maintain, and regularly publish results from a data-driven program of applied research that helps Hesburgh Libraries and its employees continually improve our ability to advance both the library's and the University's mission, vision, and aspirations.

The individual who earns this appointment will have the opportunity to further improve and expand our space footprint, including the Hesburgh Library building. Advancing the extensive renovations started by University Librarian Emerita Diane Parr Walker during her leadership from 2011 to 2021, the Hesburgh Library building is poised and ready for further renovation throughout its upper floor tower. The new AUL, Operations and Enterprise Services, will be set up for success, as the Hesburgh Library building is one of Notre Dame's most iconic landmarks. Throughout the next year and beyond, the Hesburgh Libraries Executive Team will continue to collaborate with University leadership to identify and complete additional space improvements that add value to the work of students, faculty, and Hesburgh Libraries employees.

Consistent with our emphasis on talent and skill development that we have identified in our strategic framework, candidates for this role must be ready, willing, and able to derive joy from, and identify professional value in, working within a team system concept that focuses on elevating others while still allowing room for individual success and recognition. The search process is geared toward finding individuals who can contribute to the team success we are building at Hesburgh Libraries, regardless of credentials, achievement, pedigree, or experience.

Summary

The individual who earns this appointment will be an effective leader and supervisor who will improve the execution of core, integral services and functions, the consistent excellence of which is critical to the Hesburgh Libraries organization being able to meet or exceed the standards within its new strategic framework.

Responsibilities

35 percent = Leadership, Supervision, and Management

- Stewards, supervises, and manages the Hesburgh Libraries Operations and Enterprise Services (OES) Division, its personnel, and its resources in ways that advance the mission, vision, strategic priorities, goals, objectives, key results, and values of the University of Notre Dame and its main library system. The OES Division has stewardship and oversight responsibilities for departments that manage enterprise shared services functions across the Hesburgh Libraries organization, including those for budget and finance; data, analytics, and research; events and productions; policy; project management; and space and facilities.
- Develops annual and multi-year operational plans for the OES Division that will meet or exceed University and Hesburgh Libraries priorities, goals, and aspirations, using effective and viable means that always remain in fiscal, political, and strategic alignment with the Edward H. Arnold Dean, Hesburgh Libraries and University of Notre Dame Press, and University leadership.
- Collaborates with others to ensure that OES Division departments and functions serve and advance all Hesburgh Libraries units, programs, services, and initiatives as effectively and efficiently as possible.

25 percent = Analytics and Research

- Establishes, oversees, maintains, and regularly publishes results from a data-driven program of applied research that helps Hesburgh Libraries and its employees continually improve our ability to advance our and the University's mission, vision, and aspirations.
- Manages appropriate, relevant, qualitative, and quantitative data—including, but not limited to developing, tracking, storing, analyzing, interpreting, publishing, visualizing, adjusting, and archiving such data—that improves Hesburgh Libraries Executive Team decision making and puts Hesburgh Libraries employees in a position to forecast and act upon important trends in ways that provide a competitive advantage to the University of Notre Dame, its stakeholders, and its primary community members.

25 percent = Policy Management

- Establishes, oversees, maintains, updates, and publishes a centralized and accessible compendium of Hesburgh Libraries policies, procedures, and best practices.
- Ensures that the Hesburgh Libraries Executive Team and other relevant key stakeholders remain aware of and in compliance with relevant global, national, local, and institutional policies, procedures, standards, laws, regulations, and best practices that impact or improve the optimal operation of an academic research library system that is housed within a Carnegie Classified R1 doctoral university with very high research activities.
- In consultation with the Hesburgh Libraries Executive Team and other key stakeholders, establishes and manages a method for creating, reviewing, defining, discontinuing, and retiring Hesburgh Libraries policies, procedures, and best practices.

15 percent = Other Executive Contributions

- Performs activities that expand knowledge and abilities in ways that positively impact their performance and service to the Hesburgh Libraries, the University of Notre Dame, or the research library profession.
- Maintains or improves executive or technical skills through an annual program of professional development that directly advances the mission, vision, and aspirations of the Hesburgh Libraries.
- Performs any other executive duties as necessary to advance the mission, vision, and aspirations of the Hesburgh Libraries.

Required Qualifications

- Completed masters from a graduate program that is accredited by the American Library Association OR a doctoral degree from an accredited university whereby the thesis subject matter covers one or more functional areas that this position will supervise.
- Supervisory experience within academe.

Preferred Qualifications

- Sufficient relevant experience, reputation, achievement, and credentials within academe that are reasonably likely to present a strong case for appointment to Library Faculty by Notre Dame's Office of the Provost at the non-tenure level of associate librarian. The non-tenure associate librarian rank is described by the [University's Academic Articles](#) and the Hesburgh Libraries information circular [Criteria for Library Faculty Appointment and Promotion](#). Both documents are available in the Library Faculty Positions section of the [Hesburgh Libraries Employment Opportunities web page](#).

Salary, Benefits and Dual Career Assistance

Faculty appointment, salary, and rank are nationally competitive with peer Association of Research Libraries members and commensurate with experience and qualifications. Per the University's Academic Articles, librarians at the Hesburgh Libraries qualify for non-tenure Library Faculty appointments.

In addition, the University of Notre Dame offers an outstanding benefits package. Candidates can view summaries of benefits on the [Human Resources Benefits Summaries web page](#). For this role, view the summary titled "Regular Faculty {Full-Time}."

Finally, the University of Notre Dame supports the needs of dual career couples and has a Dual Career Assistance Program to assist relocating spouses and significant others with their job search. Candidates can view summaries of this program on the [Human Resources Dual Career Assistance Program web page](#).

HESBURGH LIBRARIES LEADERSHIP

The following individuals are current members of the Hesburgh Libraries Executive Team, the shared leadership body that is the highest level of management at the Hesburgh Libraries. The Executive Team serves as the senior executive, advisory, planning, strategy, policy, and decision-making body.

K. Matthew Dames, Dean



K. Matthew Dames, Ph.D., J.D., M.S., is a nationally recognized scholar in copyright law and an experienced innovator in research libraries. Dames joined the University of Notre Dame in August 2021 and serves as the Edward H. Arnold Dean, Hesburgh Libraries and University of Notre Dame Press. In 2022, the Board of Trustees and the Office of the Provost approved elevating the chief librarian's rank to academic dean, making Dr. Dames the first chief librarian to serve as dean in Notre Dame's history. He also is the first African American to lead the Hesburgh Libraries, and the University's first chief librarian to serve as president of the Association of Research Libraries (ARL).

Dr. Dames has served as ARL's 61st president since October 2021.

As chief executive, administrative, and talent officer of the Hesburgh Libraries, Dean Dames leads a workforce of nearly 200 people who advance teaching, learning, and research at Notre Dame. The library system features the flagship Hesburgh Library (which houses the Navari Family Center for Digital Scholarship, the Medieval Institute Library, the University Archives, Rare Books and Special Collections, and the Visual Resources Center) and three branch libraries (Architecture Library, Business Library, and Music Library).

Established in 1949, the University of Notre Dame Press is the largest Catholic university press in the world and primarily publishes in areas that align with the academic strengths of the University, including religion, theology, history, philosophy, political science and theory, medieval studies, Irish studies, Latin American studies, and international relations.

Throughout his career, Dames has cultivated strong collaborations inside and outside of university environments, implementing innovative programs to enhance staff development and successfully securing resources to advance transformative library initiatives.

Previously, Dames served as the university librarian for Boston University Libraries where he was integral to BU's strategic planning process, chairing a committee charged with developing the library system's 2030 priorities. While at BU, Dames developed and sponsored the In-House Leadership Development Program which was the first award for executive talent development in academic libraries from The Andrew W. Mellon Foundation.

Before joining Boston University, Dames was an associate librarian for scholarly resources and services at Georgetown University where he led a division that included special collections, principal collections, branch libraries, and the copyright and scholarly communications office, and played an integral role in advancing Georgetown's slavery, memory, and reconciliation efforts. He also served as interim dean of libraries and university librarian for Syracuse University. Dames began his academic library career as founding director of Syracuse University's Copyright and Information Policy Office, one of the nation's first full-time university copyright offices. Syracuse's copyright policy, which he authored, has been copied in full or in part by more than 20 other U.S. universities.

Dames is a member of the Board of Directors for the Association of Research Libraries (ARL) and became its 61st president in October 2021. He chairs the ARL Task Force on Structural Equity and Inclusion, hosted and helped produce the 2021 ARL Fall Forum, and has served on the ARL Board's Governance Committee. He has served as a career coach for the ARL Leadership and Career Development Program and was an ARL Leadership Fellow in 2018. He also served on the Board of Directors' Executive Committee for NorthEast Research Libraries (2018-2021) and as a past board member of Reveal Digital in Ann Arbor, Michigan.

Dames earned his bachelor's degree in business administration from Baruch College of the City University of New York, as well as a master's degree in information studies and a doctoral degree in information science and technology from Syracuse University. He earned his Juris Doctor from Northeastern University. Dames continues to conduct research on copyright law, policy, and history, emphasizing culture and norms of the media industries, and is an attorney and member in good standing of the Bar of Maryland.



Alicia Bates, Advisor to the Dean



Alicia Bates, Ed.D., joined the Hesburgh Libraries as the Advisor to the Edward H. Arnold Dean, Hesburgh Libraries and University of Notre Dame Press in September 2022. As de facto chief of staff, Dr. Bates advises and supports the Dean in all aspects of the administrative and executive operations of the Hesburgh Libraries and University of Notre Dame Press. Her responsibilities include advising the Dean about and managing relationships and activities within the Hesburgh Libraries and for myriad stakeholders; serving as a conduit between the Office of the Dean and external University stakeholders; managing special organizational- and University-level projects on the Dean's

behalf; and collaborating to lead, manage, and assess the Hesburgh Libraries' strategic framework process.

Bates has more than a decade of experience in higher education through expanding roles that have developed her expertise in several areas including strategic planning, assessment, leadership training, University partnerships, and stakeholder engagement. She currently serves on the Board of Directors for the National Association for Campus Activities where she helps to lead association strategy, establish educational priorities, and promote student learning and staff development.

Michelle Budak, Senior Administrative Assistant to the Dean



Michelle Budak, MBA candidate, joined the Hesburgh Libraries as the Senior Administrative Assistant to the Edward H. Arnold Dean after serving in an interim capacity for nearly three months. Budak's primary responsibilities include managing the dean's appointment calendar and travel arrangements, working with the Advisor to the Dean to help manage executive projects and priorities, and working with the communications director to help develop and distribute executive communications.

With her appointment in February 2022, Budak became a member of the Hesburgh Libraries Executive Team, the first time that the Senior Administrative Assistant has been a member of the Libraries' senior management team. Prior to joining the Hesburgh Libraries, she worked in Notre Dame's Office of Institutional Equity and the California Association of Realtors. Michelle brings strong experience in executive management, process improvement, communications, and a variety of technologies.

Tara O'Leary, Program Director, Communications and Marketing



Tara O'Leary, M.S., helps to shape, implement, and communicate the overall vision, strategic plan, and related strategic initiatives for the Hesburgh Libraries. She also develops and executes integrated marketing communications strategies to highlight the vital contributions the Hesburgh Libraries make to teaching and research and connect stakeholders to library expertise, services, resources, and special programs that accelerate learning and advance scholarship.

O'Leary works across several areas, including strategic planning, brand development, digital marketing, event marketing, social media, public relations, content development, web design and graphic design. Within the Libraries, she leads and consults with multidisciplinary teams in support of core programs and priority initiatives. She also works in collaboration with campus partners, including the schools and colleges, centers and institutes, University Development, Alumni Association, and University Communications to advance the mission of the Libraries and shared institutional goals.

Marcy Simons, Director, Hesburgh Libraries Organizational and Personnel Development



Marcy Simons, MLS, is responsible for optimizing the Hesburgh Libraries' approach to recruiting, retaining, and guiding individuals to work effectively individually and collectively. She serves as the Dean's lead liaison for talent and organizational development work including analysis and measurement, scouting, recruiting, searches and hiring, compensation analysis, onboarding, professional development, retention, separation and offboarding, and alumni engagement. Simons works holistically across the many facets of talent and culture to help ensure that the Hesburgh Libraries is an appropriate candidate's preferred employer of choice, both on the

University of Notre Dame campus and across the higher education sector.

Simons is the author of two books about academic librarianship, *Academic Librarianship: Anchoring the Profession in Contribution, Scholarship, and Service* (2021) and *Academic Library Metamorphosis and Regeneration* (2017), both published by Rowman Littlefield.

ABOUT THE UNIVERSITY OF NOTRE DAME



The [University of Notre Dame](#) was founded in November 1842 by Rev. Edward F. Sorin, C.S.C., a priest of the Congregation of Holy Cross, a French missionary order. It is located adjacent to South Bend, Indiana, the center of a metropolitan area with a population of more than 315,000. Chartered by the state of Indiana in 1844, the University was governed by the Holy Cross priests until 1967, when governance was transferred to a two-tiered, mixed board of lay and religious trustees and fellows.

Notre Dame has grown from the vision of Father Sorin, who sought to establish a great Catholic university in America, and has remained faithful to both its religious and intellectual traditions. Today, we seek to be an enlightening force for a world deeply in need. Our departments of theology and philosophy are regarded as among the finest in the world while faculty in all departments participate in our mission to ensure that Notre Dame's Catholic character informs all of our endeavors. From legal scholars who study civil rights and religious liberty, to scientists and engineers who investigate environmental protection, to sociologists who examine religious and ethical practices, Notre Dame continues to be a place where the Church does its thinking.

One of America's leading undergraduate teaching institutions, Notre Dame also has been at the forefront in research and scholarship. The aerodynamics of glider flight, the transmission of wireless messages, and the formulae for synthetic rubber were pioneered at the University. Today researchers are achieving breakthroughs in astrophysics, radiation chemistry, environmental sciences, tropical disease transmission, peace studies, cancer, robotics, and nanoelectronics.

University Mission

The University of Notre Dame is a Catholic academic community of higher learning. The University is dedicated to the pursuit and sharing of truth for its own sake. The intellectual interchange essential to a university requires and is enriched by the presence and voices of diverse scholars and students. While the University welcomes and actively seeks Catholic intellectuals, what the University asks of all its scholars and students is not a particular creedal affiliation, but a respect for the objectives of Notre Dame and a willingness to enter into the conversation that gives it life and character.

Therefore, the University insists upon academic freedom that makes open discussion and inquiry possible.

The University prides itself on being an environment of teaching and learning that fosters the development in its undergraduate and graduate students of those disciplined habits of mind, body, and spirit that characterize educated, skilled, and free human beings. In addition, the University seeks to cultivate in its students not only an appreciation for the great achievements of human beings, but also a disciplined sensibility to the poverty, injustice, and oppression that burden the lives of so many. The aim is to create a sense of human solidarity and concern for the common good that will bear fruit as learning becomes service to justice.

Notre Dame also has a responsibility to advance knowledge in a search for truth through original inquiry and publication. This responsibility engages the faculty and students in all areas of the University, particularly in graduate and professional education and research. The University is committed to constructive and critical engagement with the whole of human culture. Notre Dame's character as a Catholic academic community presupposes that no genuine search for the truth in the human or the cosmic order is alien to the life of faith. The University welcomes all areas of scholarly activity as consonant with its mission.

Schools and Colleges

The University's academic operations comprise eight schools and colleges, including the [School of Architecture](#), the [College of Arts and Letters](#), the [Mendoza College of Business](#), the [College of Engineering](#), the [Keough School of Global Affairs](#), [The Graduate School](#), [The Law School](#), and the [College of Science](#).

In addition, Notre Dame's rigorous academic pursuits are aided by [centers and institutes](#) that provide venues for collaborative research and support for faculty and students.

UNIVERSITY LEADERSHIP

Rev. John I. Jenkins, C.S.C., President



Elected in 2005 as the University of Notre Dame's 17th president, **Rev. John I. Jenkins, C.S.C.**, was re-elected by the Board of Trustees to a fourth five-year term, effective July 1, 2020. As president, he has devoted himself to fostering the University's unique place in academia, the Church, our nation, and the world.

Father Jenkins has been committed to combining teaching and research excellence with a cultivation of the deeper purposes of Catholic higher education. While pursuing academic distinction, he has brought renewed emphasis to Notre Dame's distinctive mission, rooted in the tradition of the Congregation of Holy Cross, the University's founding community, to educate the whole person—mind, body, and spirit—to do good in the world.

These commitments have been made manifest in the University's dedication to excellence in undergraduate education in the classroom and beyond, while simultaneously building a reputation as a preeminent research institution—all in the context of Notre Dame's Catholic identity.

A philosopher trained in theology and a member of Notre Dame's Department of Philosophy since 1990, Father Jenkins earned undergraduate and advanced degrees from Notre Dame, a doctorate of philosophy from Oxford University, and a master of divinity and licentiate in sacred theology from the Jesuit School of Theology at Berkeley.

Prior to assuming the presidency, Father Jenkins was vice president and associate provost of Notre Dame. A recipient of a Lilly Teaching Fellowship in 1991–92, he is the author of the book *Knowledge and Faith in Thomas Aquinas*, and of numerous scholarly articles published in *The Journal of Philosophy*, *Medieval Philosophy and Theology*, and the *Journal of Religious Ethics*. He is the author of op-eds that have appeared in *The New York Times*, *The Wall Street Journal*, and other prominent publications.

Father Jenkins was elected a member of the American Academy of Arts and Sciences in 2010, and a year later appointed to the academy's Commission on the Humanities and Social Sciences, which is dedicated to the advancement of teaching and research in these disciplines. A popular teacher, he has taught courses on ancient and medieval philosophy, faith and reason, and Thomas Aquinas. Father Jenkins is a member of the Commission on Presidential Debates and has served on the Independent Commission on College Basketball led by Notre Dame alumna Dr. Condoleeza Rice and on the Association of Catholic Colleges and Universities board of directors.

[View the full biography of Rev. John I. Jenkins, C.S.C.](#)

John T. McGreevy, Provost



John T. McGreevy, Ph.D., began his tenure as the Charles and Jill Fischer Provost of the University of Notre Dame on July 1, 2022, the sixth provost at Notre Dame since the position was established in 1970. The University's second-ranking officer, the provost is elected by the Board of Trustees and, at the direction of the president, exercises overall responsibility for the academic enterprise.

A graduate of Notre Dame, McGreevy is an acclaimed historian, with a focus on both American and global religion and politics. He is the Francis A. McAnaney Professor of History at the University and recently taught courses on U.S. political history and global Catholicism. He served as the I.A. O'Shaughnessy Dean of Notre Dame's College of Arts and Letters from 2008 to 2018.

"Notre Dame's aspiration to become one of the world's leading research universities while sustaining and deepening its Catholic identity is one of the most exciting projects in global higher education," McGreevy said when his appointment was announced. "Given the many challenges we face in our nation, the Church and the world, this project has never been more important. I am honored to assist in this effort and look forward to working with faculty, staff, and students to advance the work of Notre Dame."

He has authored four books that explore the people and the impact of the Catholic Church—the most recent of which, *Catholicism: A Global History from the French Revolution to Pope Francis*, was published by W.W. Norton and released in September 2022. His essays have been translated into Italian, French, and Spanish, and his articles and reviews have appeared in the *Journal of American History*, *New York Review of Books*, *The Chronicle of Higher Education*, *Commonweal*, *The New Republic*, *Chicago Tribune*, and other publications. He is also one of 12 historians to participate in *God in America*, an award-winning, six-part PBS documentary on American religious history that first aired in October 2010.

McGreevy has received major fellowships from the Mellon Foundation, the American Council of Learned Societies, the Louisville Institute, and the Erasmus Institute. He served on the 2010 jury for the Pulitzer Prize for History and, since 2018, has been the co-chair of the Commonweal Foundation board. He has received several awards for his teaching and research, including the 2015 George E. Ganss, S.J., Award for scholarly work in Jesuit studies from the Institute for Advanced Jesuit Studies at Boston College and Notre Dame's Kaneb Teaching Award for his influence on the undergraduate learning experience. In 2004, he was honored as a Distinguished Lecturer by the Organization of American Historians.

[View the full biography of John T. McGreevy.](#)

SEARCH PROCESS OVERVIEW

The Hesburgh Libraries will conduct a single search process for all three roles: Associate University Librarian, Scholarly Resources and Services, Associate University Librarian, Digital Strategies and Technology, and Associate University Librarian, Operations and Enterprise Services.

Upon hire, all three roles will report to K. Matthew Dames, Edward H. Arnold Dean, Hesburgh Libraries and University of Notre Dame Press. Dean Dames is chair of this search process.

Associate University Librarian Search Committee

- **Alicia Bates**, Advisor to the Edward H. Arnold Dean, Hesburgh Libraries and University of Notre Dame Press
- **Michelle Budak**, Senior Administrative Assistant to the Edward H. Arnold Dean, Hesburgh Libraries and University of Notre Dame Press
- **Aéidin Clements**, Irish Studies Librarian, Rare Books and Special Collections
- **K. Matthew Dames**, Edward H. Arnold Dean, Hesburgh Libraries and University of Notre Dame Press; Search Chair
- **Patrick Milhoan**, Head Archivist and Unit Head, Archival Collections and Management
- **Monica Moore**, Head, Research Services, Research Services Unit
- **Tara O'Leary**, Program Director, Communications and Marketing
- **Mark Robison**, Scholarly Resource Assessment Librarian, Interim Head, Resource Acquisitions and Access; chair, Executive Committee of the Library Faculty
- **Marcy Simons**, Director, Hesburgh Libraries Organizational and Personnel Development

The Search Administrator is **Michelle Savoie**, Personnel Specialist.

Interview Process



All first-round interviews will be conducted via Zoom for 60 minutes. First-round interview questions will be standardized for all candidates—in other words, all candidates will receive the same questions in the same order. First-round interview questions will be informed by information in, or linked from, this profile and the [Hesburgh Libraries Employment Opportunities web page](#).

The Search Committee will select candidates to advance to second-round campus interviews, which will occur in person on the University of Notre Dame campus for nearly two business days. There may be a third-round process in the event of a particularly competitive search or at the Search Chair's discretion.

Candidates may apply simultaneously for up to two of the open associate university librarian roles. Candidates who wish to apply for two (2) associate university librarian roles must submit two applications, one for each role. Candidates who are interviewing for two roles will be interviewed twice, once for each role, and the Search Committee will adjudicate each interview separately. If a candidate who has applied for two roles advances to the campus interview round, however, they will need to visit campus only once and submit only one set of professional references.

Contacts and Expenses

The Search Administrator and the Search Chair will be the principal contacts throughout the process, and the Search Administrator will provide comprehensive instructions about the process at each stage of the search.

For candidates who are selected for campus interviews, the Search Administrator will seek to arrange travel and hotel in a way that minimizes much of the candidate's economic burden associated with the search process. Any reimbursable expenses will be processed as soon as possible.

Timeline

K. Matthew Dames, Edward H. Arnold Dean and Search Chair, will begin recruiting for these positions at the December 2022 Coalition of Networked Information conference in Washington, DC.

The Search Committee will begin meeting in January 2023 to review candidate application materials and identify an initial pool of candidates for first-round interviews. The Search Committee will continue to consider applications until the Search Chair fills all positions or otherwise concludes the search process.

The search committee begins reviewing applications in January 2023 and will prioritize early applications. All application materials must be submitted on or before 11:59 PM ET on March 1, 2023.

HOW TO APPLY

Position Postings and Interfolio Application System

All candidates must apply through the University of Notre Dame's online Interfolio application system.

The Posting Numbers for each associate university librarian role are as follows:

Associate University Librarian, Scholarly Resources and Services

Posting Number: 117703

Direct URL: apply.interfolio.com/117703

[Download AUL for Scholarly Resources and Services Executive Profile \(PDF\)](#).

Associate University Librarian, Digital Strategies and Technology

Posting Number: 118278

Direct URL: apply.interfolio.com/118278

[Download AUL for Digital Strategies and Technology Executive Profile \(PDF\)](#).

Associate University Librarian, Operations and Enterprise Services

Posting Number: 117701

Direct URL: apply.interfolio.com/117701

[Download AUL for Operations and Enterprise Services Executive Profile \(PDF\)](#).

Application Instructions



Interested candidates should assemble four (4) items, in the following sequential order, in a single, unlocked Adobe Acrobat (.pdf) file.

1. A formal letter of application (3 pages maximum), addressed to

Michelle Savoie, Personnel Specialist
 Hesburgh Libraries
 University of Notre Dame
 284 Hesburgh Library
 Notre Dame, IN 46556

2. A résumé or curriculum vitae (15 pages maximum)

3. Final, accepted, or complete draft publication or comparable non-confidential writing sample (10 pages maximum)

4. The name, title, institution, and email address of five (5) professional references

At least one of these references must have been your direct supervisor within the past three years. (Hesburgh Libraries search representatives will begin contacting professional references once selected candidates accept an invitation for a campus visit.)

Please name the submitted Acrobat PDF file as follows:

hesburghlibraries2023-AUL_lastnamefirstinitial
 Example: hesburghlibraries2023-AUL_savoiem

Failure to comply with these directions may disqualify your application from being considered or delay review of your materials.



VIEW CURRENT FACULTY AND STAFF POSITION POSTINGS



K. MATTHEW DAMES
EDWARD H. ARNOLD DEAN, HESBURGH LIBRARIES AND
UNIVERSITY OF NOTRE DAME PRESS

