KNOX COLLEGE
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Director of Library Services – Job Description
Caven Library, Knox College
Toronto, Ontario

Position Summary

Knox College, a Presbyterian theological college affiliated with the University of Toronto, seeks an innovative and collaborative Director of Library Services to provide strategic leadership and operational oversight for its theological library. This job posting is for an existing vacancy at Knox College. The successful candidate will steward the library's distinct mission in support of theological education, ministry formation, and scholarly research while operating within the larger network of the Toronto School of Theology and the University of Toronto.

Knox College is deeply committed to fostering an equitable, diverse, and inclusive staff that reflects the richness of Canadian society and to creating an inclusive, accessible application process for all candidates. The College actively encourages applications from qualified candidates who bring lived experiences from racialized and Indigenous communities, as well as individuals of all gender identities, cultural traditions, socioeconomic backgrounds, and disabilities. All qualified applicants are invited to apply, and the College is dedicated to creating an equitable, fair, and accessible process for everyone. Accommodations are available upon request for candidates taking part in all aspects of the selection process. If you require accommodation, please contact Toyin Fambegbe at toyin.fambegbe@utoronto.ca.

University of Toronto Libraries (UTL)

Although Knox College is administratively independent, its library participates in the UTL system, enabling students, faculty, and researchers to access an extensive range of physical and electronic resources. The Director will guide the library's unique contributions to this ecosystem, ensure effective budget management, and serve as a key liaison between the College and the wider TST and university libraries community.

Key Responsibilities

Strategic Leadership & Administration

- Develop and implement a vision for library services that supports the College's academic mission and theological identity.
- Provide leadership in the planning, delivery, and assessment of all library operations, collections, and services.
- Manage the library's budgeting, capital planning, resource allocation, and reporting.
- Establish and oversee policies, procedures, and strategic initiatives consistent with professional best practices and UTL standards.

Collections and Resource Management

- Develop and maintain robust theological and interdisciplinary collections that support faculty teaching, student learning, and research.

- Balance print and digital acquisitions in light of budget resources and user needs.
- Ensure effective access to the University of Toronto's extensive electronic holdings while curating the college's specialized collections.
- Maintain oversight of cataloguing, metadata standards, preservation, and archival materials where applicable.

Collaboration and Liaison Roles

- Serve as the primary liaison between Knox College, the Toronto School of Theology, and University of Toronto Libraries
- Participate in relevant committees, consortia groups, and collaborative initiatives within TST and UTL.
- Build strong partnerships with faculty, students, staff, and external academic or ecclesial partners to support teaching, learning, accreditation, and research needs.
- Support accreditation processes and provide documentation related to library resources.

User Services and Community Engagement

- Ensure delivery of high-quality reference, research support, information literacy instruction, and circulation services.
- Develop programs and instructional resources that foster and strengthen students' research and information-skills development for theological, pastoral, and academic contexts.
- Foster an inclusive, hospitable environment aligned with the College's mission and commitments.
- Collaborate with faculty to integrate library resources into the curriculum

Staff Supervision and Development

- Recruit, supervise, and support library staff, student workers, and volunteers.
- Cultivate a collaborative, respectful and service-oriented workplace culture.
- Ensure ongoing development opportunities and performance evaluations.

Archives and Records Management

- Oversee or develop the college's archival collection, ensuring the preservation and accessibility of institutional records and historical collections.
- Establish or refine policies for acquisition, arrangement, description, and long-term care of archival materials.
- Collaborate with administrative offices, churches, and donors regarding archival deposits and historical documentation.

Technology and Digital Initiatives

- Oversee library systems, electronic resources, and digital services.
- Lead or support digitization projects where appropriate.

Qualifications

Required

- Master's degree in library and information studies (MLIS), or equivalent, from an ALA-accredited program
- Demonstrated experience in academic library administration or leadership

- Knowledge of theological or religious studies resources, or a willingness to develop such expertise
- Strong understanding of library technologies, digital resources, and contemporary trends in academic librarianship
- Excellent communication, interpersonal, and organizational skills
- Commitment to diversity, accessibility, and inclusive service
- Appreciation for the mission and values of Knox College as a theological institution rooted in the Presbyterian tradition

Preferred

- An additional graduate degree in theology, religious studies, or a related field
- Experience working within a federated or consortium-based university library system
- Experience managing budgets, supervising staff, and developing policies
- Experience and/ or knowledge of archive administration

Application Process

Review of applications will begin May 1, 2026, and will continue until the position is filled. The appointment is to commence on 1 July 2026. Please send CV and letter of application (indicating qualifications and experience related to this position), and the names of three referees willing to provide confidential letters of reference to: The Principal, Knox College, 59 St. George Street, Toronto, ON M5S 2E6 or by email to ernest.vaneck@utoronto.ca.

Please note that Knox College uses artificial intelligence in screening job applications.

Salary range: $97,067.26 to $115,382. A competitive pension and benefits package is offered.
Hours: 35 hours per week (on-site)
Start Date: July 1, 2026