Head, Bruno Business Library

Maintain an enabling culture in Bruno Library where faculty and staff can succeed. -- Provide supervisory oversight and coordinate primary assignments of faculty librarians; mentor untenured librarians. -- Hold regular librarian and staff meetings; included service orientation topics, emergency procedure topics, and sharing of developments from DAC, Libraries, and C&BA. -- Bring Bruno perspective to Libraries discussion topics -- Regularly attend C&BA academic and social functions. Maintain communication with C&BA administrative personnel, faculty and C&BA Technology Group among others.

Monitor Bruno plans and activities in context of Libraries’ priorities.

Guide effort to amplify Bruno presence in Blackboard Learn (e.g., creation department-level LibGuides in two Culverhouse departments, encourage library facilitated course readings in BBL shells, encourage business librarians, following all library instruction sessions, to ask faculty to add the course-related LibGuide inside BBL shell, if BBL is utilized).

Encourage the strengthening and expansion of Doctoral LibGuides (Spring / Summer 2014). Identify opportunities and receptive Seminar coordinators. Promote library research presentation at seminars. Market to at least two individual Doctoral Programs (Fall 2014 and Spring 2015). Seek inclusion in Blackboard Learn course shells, if used. (Fall 2014 / Spring 2015)

Play lead role in administering expenditure of funds from Culverhouse Jones Endowment dedicated to Bruno Library support. Provide accountability in keeping with donor agreements and in ensuring highest priority needs are met. Maintain communication with donors.