



UNIVERSITY OF
GEORGIA
University Libraries

ASSISTANT DIRECTOR OF USER SERVICES

Reporting to the Director of User Services, the UGA Libraries seek a collaborative, visionary, and service-oriented individual to serve as our Assistant Director of User Services. This role works closely with the director to provide leadership and guidance for a suite of services including: borrowing and delivery, stacks maintenance, first level reference, student employment training and management, and resource sharing. The Assistant Director takes a primary role in managing course reserves along with associated copyright guidance as well as oversight of user services functions at key library locations: Curriculum Materials Library, Music, Art, & McBay Science Libraries. Additionally, this position will assist with overall departmental goal setting and execution, communication, and provide back-up support on various systems and applications associated with the management of library materials.

Working with the Director of User Services, sets the service standard for the department, creatively enhancing the user experience—establishing the framework, and providing the support and culture that allow staff to offer consistently excellent customer service; be responsive to user needs by revising and developing new services and policies; and performing ongoing assessment of programs, services, and service points, regularly seeking input from the user community and staff. This position will contribute to unit services and projects and is expected to work collaboratively with colleagues across all library divisions in service of the library's mission.

The Assistant Director of User Services supports the Director in the leadership, vision, and administration of borrowing & delivery services, course reserves, stacks maintenance, and information support at the Main & McBay Libraries. This role also involves direct supervision and support of staff at branch library locations, ensuring the smooth operation of service points and day-to-day activities. The Assistant Director will act as a backup for configuring systems such as Alma and will lead the course reserve functions.

EOO Statement

The University of Georgia is an Equal Opportunity employer. All qualified applicants will receive consideration for employment without regard to age, color, disability, genetic information, national origin, race, religion, sex, or veteran status or other protected status. Persons needing accommodations or assistance with the accessibility of materials related to this search are encouraged to contact Central HR (hrweb@uga.edu).

Salary and Benefits

Minimum salary begins at \$75–85,000; offers will be commensurate with experience

UGA librarians are non-tenured faculty members. UGA offers an attractive benefits program including a choice of health and retirement plans, dental plan, vision plan, tuition remission, paid relocation, 21 days annual leave, 12 days sick leave, and 13 paid holidays.

Candidates are encouraged to submit their materials by August 24, 2026; however, the position will remain open until filled. Qualified applicants who wish to be considered should view the complete posting and apply at: www.ugajobsearch.com/postings/495193