GENERAL STATEMENT OF JOB

Employees in this position provide strategic leadership, administrative supervision, and day-to-day management of the campus Library and Learning Commons (LLC), the mission of which is to enhance student learning and academic success. This position oversees the operation of a facility designed to integrate educational functions to assist and support students as they learn: the library, learning commons, computer centers, tutoring centers, instructional resource centers and related services, such as educational technology and multimedia. The Associate Dean collaborates with faculty in the liberal arts and sciences, workforce programs and baccalaureate curricula to assess evolving user needs; plans and develops methods to enhance and support the curriculum and pedagogy; provides for the information needs of students and faculty; encourages integration of technology and instruction, and advocates for academic support services that promote the learning process.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Provide vision and dynamic leadership for integrated and innovative library and learning services to enhance and support the curriculum, instruction, and student success.

Ensure that the LLC is responsive to changing modes of research, study, knowledge acquisition and production. Must be attentive to the diversity of current and future learners.

Collaborate with campus faculty and staff to establish and update unit strategic goals, modes of service delivery, staffing patterns, and the integration of technology and print resources with instructional needs.

Provide leadership in educational technology with knowledge of instructional applications of digital media, learning management systems, podcasts, video production, online/hybrid course development, and the design of effective pedagogy for use with learning technologies.

Maintain up-to-date knowledge of new developments in educational technology and champions their use with students and faculty.

Supervise the acquisition, cataloging and utilization of the campus library collection, including electronic and digital resources in addition to hardcopy materials.

Provide guidance to faculty and staff on issues and trends in librarianship, such as copyright compliance, intellectual property rights, digitizing collections, preserving digital archives, and methods for supporting the academic needs of students utilizing distance education.

Ensure that practices of the LLC reflect current knowledge and theory concerning teaching and learning, and their application for diverse student populations.

Select, train, assign and evaluate faculty and career staff.

Work collaboratively with committees regarding collegewide issues concerning library and learning commons operations to ensure consistency across the campuses.
ASSOCIATE DEAN, LIBRARY AND LEARNING COMMONS – Page 2

Develop and recommend policies and procedures that support an optimal learning environment.

Coordinate and approve unit service schedules, staff shifts, payrolls, annual and line of duty leave forms and requisitions.

Manage the budgeting, planning, scheduling, facilities management, learning assistance centers, personnel and instructional technology in the LLC.

Oversee inventory of LLC property and coordinates its uses and routine maintenance.

Participate in Campus Leadership Team functions.

Serve on college and campus initiative teams, committees and work groups as appropriate.

Perform related duties as assigned.

SUPERVISION RECEIVED

Supervision is received from the Campus President or designee.

SUPERVISION EXERCISED

Supervision is exercised over assigned staff.

MINIMUM QUALIFICATIONS:

A master’s degree with 18 graduate hours in a teaching discipline from an accredited institution supplemented by three (3) years of administrative and/or teaching experience that provides the required knowledge, skills and abilities. Evidence of demonstrated leadership required.

PREFERRED QUALIFICATIONS:

A master’s degree in Library Sciences or Educational Technology from an accredited college or university supplemented by five (5) years of supervision and management experience in an educational setting with demonstrated success at budgeting, evaluating, mentoring, training, and staff development. Leadership experience in a setting with integrated learning services preferred, including technology, reference, instruction, collections, development, and/or electronic information resources. Experience in a facility with computer networks, databases, Blackboard, and operations in both a PC and Mac environment. Experience supervising a campus library’s collection and maintaining its relationship to the curriculum.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machines and equipment including computer, office equipment, telephone, etc. Physical demands are essentially those of sedentary work. Tasks may require extended periods of time at a keyboard or workstation.
**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of documentation, files, accounts, and equipment.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes issuing and receiving assignments, instructions, and/or directions.

**Language Ability:** Requires ability to read standard English, as well as basic technical data, policy and procedure manuals, codes, etc.. Requires the ability to prepare forms and reports using prescribed formats. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

**Intelligence:** Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret a variety of instructions or inquiries furnished in written and/or oral form; to acquire knowledge of topics related to occupation.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, and to follow oral/written instructions. Must be able to communicate effectively with co-workers, the public, and students.

**Numerical Aptitude:** Must be able to add, subtract, multiply and divide; calculate decimals and percentages.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape, and visually read various information.

**Motor Coordination:** Requires the ability to coordinate hands and eyes accurately in operating modern office equipment and machinery.

**Manual Dexterity:** Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** May not require the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under moderate levels of stress, imposed by frequent deadlines, peak workloads, or public/student contact.

**Physical Communication:** Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

**Environmental Requirements:** Tasks are regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

Effective: 12/08