

ASSOCIATE DEAN, LIBRARY AND LEARNING RESOURCES

DEFINITION

Responsible for the Library and Learning Center, including the tutorial center, the writing center, and the computer-assisted instruction lab. These programs impact access, maximize student learning, support basic skills instruction, and prepare students for academic success and the world of work. Responsible for the development and implementation of an organized plan for an integrated learning environment and provides direct supervision for the operation of each of the components.

SUPERVISION RECEIVED AND EXERCISED

Supervision provided by the Vice President of College Services.

EXAMPLES OF DUTIES

Establishes Library and Learning Center operating policies and procedures, and develop goals and objectives for both.

Prepares and supervises the operating and capital outlay budget of the Library and Learning Center.

Coordinates the activities of the Library and the Learning Center in such a way as to maximize student and faculty use of these resources.

Collaborates with the campus community in the development and delivery of information competency for the College.

Consults with faculty to direct the development of a collection of library and instructional materials in support of classes and programs.

Oversees the development and delivery of library reference, circulation and instructional services, including formal courses of instruction and orientation programs.

Supervises the acquisition, maintenance, and use of instructional equipment.

Provides administrative leadership and long-range planning and development for the Library and the Learning Center.

Perform other duties as assigned.

QUALIFICATIONS

Knowledge of:

Emerging technologies and trends and their impact on traditional library and learning services and structure.

Ability to:

Articulate, effective advocate of information literacy and the educational mission of libraries and learning centers.

QUALIFICATIONS (continued)

Attract funding and other sources of support.

Plan and implement technological innovations.

EMPLOYMENT STANDARDS

Minimum Requirements:

Education:

Master's Degree in Library Science from an ALA-accredited institution.

Experience:

Five years of progressively responsible library and/or learning center administrative, planning, and management experience.

Desirable:

Graduate work beyond MLS with doctorate preferred.

Leadership showing commitment to collaborative decision making and responsive public service.

Active professional involvement in local, state, and national library and learning resource organizations.