



Job/Position Description Learning Commons Specialist & Success Coach

APPLICATION PROCESS AND HIRING TIMELINE INFORMATION

To apply for this position you should submit a [KWU Employment Application](#), cover letter, resume/curriculum vitae, three references, teaching philosophy, and your salary requirements. Please email your application materials to hr@kwu.edu.

In your cover letter please pay special attention to matching your actual qualifications to the required qualifications listed in this Job Description. Make sure you reference the position title on the subject line of your email. No phone calls please.

The timeline for filling this job is:

- Applications will be taken until job is filled.
- Interviews will begin when qualified applicants are identified and continue until the job is filled.
- The job starts as soon as possible.

KWU is an Equal Opportunity Employer and encourages diversity in employment. We will not check references or past employers without first notifying you of our intent to do so. We will acknowledge receipt of your application as soon as we receive it.

ADMINISTRATIVE INFORMATION

POSITION'S TITLE: LEARNING COMMONS SPECIALIST & SUCCESS COACH

OPERATING GROUP: Provost's Group

OPERATING GROUP'S MAJOR RESPONSIBILITIES: The Provost Group is responsible for the development and delivery of the entire academic program at KWU. This includes the determination and selection of all faculty; the design, delivery, and assessment of all academic curriculum; and the design, delivery, and assessment of all information services required to support these academic services. In addition, the Provost Group is responsible for continuous improvement of all academic areas, increased students success in all areas of the university, and to ensure university and programmatic accreditation.

POSITION'S DEPARTMENT: Library Learning Commons

DEPARTMENT'S MAJOR RESPONSIBILITIES: The library is responsible for effectively and efficiently identifying and providing needed academic information and support services to students, faculty, and other users.

POSITION'S DIRECT SUPERVISOR: Library Learning Commons Director

DATE POSITION LAST REVIEWED/ANALYZED: April 2022. Megan Mack, Library Learning Commons Director; Dr. Damon Kraft, Provost; Dr. Bill Backlin, Academic Dean.

POSITION'S EMPLOYMENT STATUS: Full-time, Exempt (Administrative), Salaried, Staff, At-Will.

POSITION'S SALARY OR SALARY RANGE AND BENEFITS: Minimum entry level salary is competitive, with final salary dependent on experience and qualifications for successful performance. Full benefits available to full-time, staff employees.

POSITION INFORMATION

POSITION'S SUMMARY: The Learning Commons Specialist & Success Coach provides programming, reference, and circulation services for Kansas Wesleyan University students, faculty, and staff and the Salina community. They will also be responsible for student support through advising and coaching first-year students in conjunction with the Albert Nelson Student Success Center and assisting in making the library a fun and engaging place to visit and use in the pursuit of knowledge, information, and social interaction.

POSITION WORKS WITH: University user groups such as students, faculty, and adjuncts. Library and Provost group staff as well as faculty and academic committees. University wide non-academic staff and other community and area stakeholders including outside users, consortium users, and other interested parties.

POSITION'S STAFF AUTHORITY: Directly manages the student work-study staff of 6-8 employees.

POSITION'S BUDGET AUTHORITY: None.

POSITION'S PHYSICAL WORKING CONDITIONS: Office, library, classroom, and general campus environment. Able to climb stairs and lift 20 pounds on a daily basis.

POSITION'S UNUSUAL HAZARDS OR WORKING CONDITIONS: None.

POSITION'S EQUIPMENT/RESOURCES: University database systems, Canvas learning management system (LMS), university phone system, Koha-ILS, OCLC, etc.

POSITION'S WORK SCHEDULE: Proposed office hours: 2:00 PM-11:00 PM, Sunday through Thursday during the academic year, plus occasional additional hours needed to achieve the goals and staffing of the library. Hours will vary during breaks and summer. It is expected that this position will work approximately 2,080-2,300 hours per year.

POSITION'S TRAVEL REQUIREMENTS: Some travel is required, primarily for job related conferences and personal development, as well as for library supplies and other necessities.

POSITION RESPONSIBILITIES AND PERFORMANCE MEASURES

POSITION'S ESSENTIAL RESPONSIBILITIES (95%):

- **Programming (30%):** Provide in-house programs, campus outreach, off-campus outreach, passive and social media programming meant to engage students and other patrons in academic and social interaction.
- **Coaching (35%):** Advising/coaching one-on-one or in a small-group setting with first-year students. Helping them successfully transition and maneuver through their first year of college life.
- **Reference/Circulation (15%):** Provide professional library reference and research services using the Integrated Library System, Dewey Decimal Classification system, the Internet, and other electronic resources. Processing library materials for circulation.
- **Library Staff Management (15%):** Responsible for training, scheduling, supervising and evaluating work-study student workers in circulation and as needed for special projects.

POSITION'S OTHER DUTIES (5%):

- **Statistics and Recordkeeping: (2%):** Record, maintain, and report library and assessment statistics.
- **Library Facilities and Equipment/Furnishings Management (2%):** Make recommendations to the Learning Commons Director concerning the purchase, use, and improvement of the Memorial Library facilities for improved customer satisfaction and use. In charge of the building in the absence of the Learning Commons Director.
- **Other duties (1%)** as assigned by the Learning Commons Director.

POSITION QUALIFICATIONS

EDUCATION:

- MINIMUM REQUIRED: Bachelor's degree
- PREFERRED:
 - Bachelor's degree in information management, communications, history, or English;
Special preference will be given to any of the following two options:
 1. Master's in Library and Information Science (from an ALA-accredited program) or a related field (from an accredited college or university); or a
 2. Master's degree from an accredited institution in mathematics, English, or computer studies.

CERTIFICATIONS/LICENSES:

- MINIMUM REQUIRED: Valid driver's license
- PREFERRED: None

WORK EXPERIENCE:

- PREFERRED:
 - Two or more years of work experience directly related to the responsibilities listed above.
 - Experience facilitating successful library programming initiatives.
 - Experience working in an academic library.

KNOWLEDGE, SKILLS, ABILITIES, and ATTITUDES – KSAA'S:

- MINIMUM REQUIRED:
 - Demonstrated organizational and planning skills.
 - Strong service orientation.
 - Knowledge of computer, Microsoft Office applications and library-related software.
 - Ability to communicate effectively, both orally and written, with key constituencies, including faculty, staff and students.
 - Demonstrated ability to work collaboratively with colleagues.
 - Experience working effectively with diverse populations.
- PREFERRED:
 - Ability to utilize new technology for librarianship, teaching, and scholarship.
 - Experience with current electronic and traditional instructional technologies.

- Comfortable interacting with college-age students, addressing academic and life issues they may encounter, and referring students to additional resources as appropriate.
- Experience with student success initiatives.

NOTICE OF SPECIAL JOB OR EMPLOYMENT REQUIREMENTS

1. THIS JOB DESCRIPTION IS NOT DESIGNED TO COVER OR CONTAIN A COMPREHENSIVE LIST OF ALL DUTIES AND RESULTS TO BE PERFORMED IN THIS JOB. DUTIES AND PERFORMANCE STANDARDS MAY BE ADDED, SUBTRACTED, AND/OR CHANGED BY YOUR SUPERVISOR AT ANY TIME DUE TO CHANGES IN DEPARTMENT OR UNIVERSITY REQUIREMENTS.
2. Unless exempt due to an employment contract signed by the President of Kansas Wesleyan University, all employees of Kansas Wesleyan are to be considered as an “at-will” employee.
3. All employees of Kansas Wesleyan University are considered “responsible employees” pertaining to Title IX regulations concerning both the prevention and reporting of sexual assault or harassment situations. As such, all employees must communicate with the Title IX Coordinator if they witness or hear about a sexual assault or harassment situation.
4. Kansas Wesleyan University is an equal opportunity employer and complies with EEOC and ADA employment requirements. It is and has been the policy of Kansas Wesleyan University to grant equal opportunity to all qualified persons without unlawful discrimination based on race, color, gender, age, national origin, ancestry, ethnicity, disability, sexual orientation, religion, or veteran status. To fulfill its mission as a Christian institution, preference in hiring shall be given to persons who can affirm the Institution’s mission.
5. All “offers of employment” are subject to a criminal background check prior to employment.
6. All items created by this position are the sole property of Kansas Wesleyan University.