



Job/Position Description

Library Learning Commons Director

APPLICATION PROCESS AND HIRING TIMELINE INFORMATION

To apply for this position, submission requirements are as follows:

1. [KWU Employment Application](#),
2. Cover letter,
3. Resume/curriculum vitae,
4. Three references,
5. 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 check references of past employers and personal references. We will acknowledge receipt of your application as soon as we receive it.

ADMINISTRATIVE INFORMATION

POSITION'S TITLE: Library Learning Commons Director

POSITION'S MAJOR OFFICES: Provost Office

MAJOR OFFICE RESPONSIBILITIES: The Office of the Provost 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 and delivery of all academic curriculum, the design and delivery of all academic co-curricular programs and activities, and the design and delivery of all support and information services required to maintain university accreditation and increase student success in all academic areas of the university.

POSITION'S DEPARTMENT: Memorial Library

POSITION'S DEPARTMENT RESPONSIBILITIES: Memorial Library is the heart of learning on campus by supporting and fostering research skills across multiple courses as well as facilitating information literacy in students. We believe that all students need to be information-literate and fluent, in order to be skilled undergraduate and graduate learners, to continue a lifetime of individual growth, and to support long and multiple careers in a broad range of fields. Memorial Library is an evolving facility designed to integrate educational functions to assist, enhance, and support student learning through: the library, learning commons, computer centers, Student Success Center, and related services, such as educational technology and multimedia. Memorial Library works with liberal arts and sciences faculty and administration, to assess evolving user needs; plans and develops methods to enhance and support the curriculum and pedagogy; provides for the informational

needs of faculty and students; encourages integration of technology and instruction; and advocates for academic support services that promote the learning process.

POSITION'S DIRECT SUPERVISOR: Academic Dean

DATE POSITION LAST REVIEWED OR ANALYZED: August 2022; Revised by: Dr. William Backlin, Academic Dean; Becky Mathews, HR; & Dr. Damon Kraft, Provost

POSITION'S EMPLOYMENT STATUS: Staff, Full-Time, Exempt, At-Will

POSITION INFORMATION

POSITION SUMMARY: The Library Learning Commons (LLC) Director is a full-time, 12-month position located on one campus in Salina, Kansas. Under the direction of the Provost's Office, the Director of LLC advances the mission of Kansas Wesleyan University and provides strategic leadership; administrative supervision; day-to-day management of the campus LLC in order to enhance student learning and student success; supervises LLC staff; and leads university-wide efforts associated with digital and information literacy, access, and associated learning commons services.

POSITION WORKS WITH: Albert Nelson Student Success Center Director, Student Success Coaches, Faculty, Athletic Coaches, Student Advisors, Provost, Academic Dean, and KWU staff/students as well as community partners.

POSITION'S STAFF AUTHORITY: Student Success Coach assigned with Library duties and Student Workers

POSITION'S BUDGET AUTHORITY: Memorial Library Budget

POSITION'S PHYSICAL WORKING CONDITIONS: Approximately 100% of time spent in a temperature controlled working environment.

POSITION'S UNUSUAL HAZARDS OR WORKING CONDITIONS: None

POSITION'S EQUIPMENT: University phone, computer, and databases.

POSITION'S WORK SCHEDULE: A flexible work schedule (40 hours per week required) with some weekends and evenings required.

TRAVEL REQUIREMENTS: Some travel required related to professional development opportunities.

POSITION RESULTS, BEHAVIORS, AND PERFORMANCE MEASURES

POSITION'S ESSENTIAL DUTIES:

1. Service to students.
2. Provide vision and dynamic leadership for integrated and innovative library and learning services to enhance and support the curriculum, instruction, and student success.
3. Perform managerial duties relating to personnel, budgets, and timely electronic staff timesheet approvals.
4. Direct, administer, and account for expenditures of LLC funds in accordance with budget appropriations and analyze spending trends.
5. Provide timely and accurate data reports to the university, state and/or federal agencies (e.g., IPEDS) regarding LLC services and operations.
6. Create, recommend, and revise policy to improve campus constituent service.
7. Must be attentive to the diversity of current and future learners. Ensure LLC practices reflect current knowledge and theory concerning teaching, learning, and their application for diverse student populations.
8. Strong commitment to digital and information literacy instruction into curriculum across all educational programs. Promote faculty involvement with LLC services and curriculum.
9. Ensure that the LLC is responsive to changing modes of research, study, knowledge acquisition and production.
10. Collaborate with campus faculty and staff to establish and update strategic goals, modes of service delivery, staffing patterns, and the integration of technology and print resources with instructional needs.
11. Collaborate with Information Technology leadership to provide the LLC with appropriate computer technology, connectivity, and capacity to meet constituent's needs; analyze library technology to assure

current hardware/software meet constituent needs; and provide direction for the integration of new technologies into LLC services and operations.

12. Provide leadership and maintain currency in educational technology with knowledge of instructional applications of digital media, learning management systems, podcasts, video production for online/hybrid course development, and the design of effective pedagogy for use with learning technology.
13. Supervise the acquisition, cataloging, weeding, and use of campus library collection within all current digital resources and hardcopy materials. This includes the coordination of all LLC materials including books, journals, electronic databases, multimedia materials, as well as university archives and institutional equipment.
14. Provide guidance to faculty/staff on issues and trends in librarianship including: copyright compliance, intellectual property rights, digitizing collections, preserving digital archives, and student support methods for distance education coursework.
15. Provide effective LLC services to campus constituents, including reference services and individual instruction for patrons.
16. Maintain a department rotation schedule to include evening and weekend coverage.
17. Oversee and evaluate library staff.
18. Represent the LLC at regular meetings of the faculty, various committees, and library organizations.

POSITION'S OTHER DUTIES:

1. **PERFORM OTHER APPROPRIATE AND REASONABLY REQUIRED DUTIES AS ASSIGNED BY THE POSITION'S SUPERVISOR.**

POSITION'S PERFORMANCE MEASURES AND STANDARDS: Performance standards for identified goals will be set annually after consultation between the position holder and direct supervisor.

POSITION QUALIFICATIONS

EDUCATION:

- **MINIMUM REQUIRED:**
 - Master's degree from an ALA-accredited (American Library Association) program in Information Studies, Information, Librarianship, Library Science, Library and Information Studies, or Master of Science
- **PREFERRED:** Master's degree from an ALA-accredited program in Library Science (M.L.S.) or Library and Information Studies (M.L.I.S.)

CERTIFICATIONS AND LICENSES:

- **MINIMUM REQUIRED:** None
- **PREFERRED:** None

WORK EXPERIENCE:

- **MINIMUM REQUIRED:**
 - Two-years academic library experience
 - Excellent oral/written communication and presentation skills
 - Familiarity with current digital content and online services used in libraries
- **PREFERRED:**
 - More than two years of academic library experience

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

- **MINIMUM REQUIRED**
 - Commitment to the philosophy of private higher education and the mission of the University
 - Knowledge and understanding of the Library and Learning Commons functions
 - Administer LLC functions and supervise the work of others
 - Knowledge of computers, software, and electronic media

- Ability to climb stairs and lift up to 20-pounds on a daily basis
- Willing to work flexible hours and to travel as necessary to meet the responsibilities of the position
- PREFERRED: None

NOTICE OF SPECIAL POSITION 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.