

Coordinator for Library Academic Initiatives

Library and Information Services

Position Summary: Provides leadership in the creation, implementation, and assessment of student-centered learning services and programs focusing on student success and retention. Works closely with the Information Literacy Librarian and others on campus, such as the Registrar's Office, to provide additional academic support services to students. Also serves as a liaison to assigned academic and co-curricular departments and provides subject specific instruction, collection development, and research services to meet the needs of students, staff and faculty.

Qualifications:

Requirements include:

Experience developing training materials and workshops especially those using active and experiential learning methods; Master's degree (preferred in Library Science); personal affirmation of the Christian mission of Westmont College and the Community Life Statement and adherence to its behavioral expectations; ability to provide user-centered services for a diverse community of learners; knowledge of information literacy standards, instructional design principles, and assessment methods. Also requires strong communication and interpersonal skills; proven problem-solving skills; ability to work effectively in a collaborative team environment; should be self-directed, well organized, and able to meet deadlines. Must be available to work evening and weekend hours. Preferred: experience or coursework specific to working in an academic library including reference, instruction, and collection development.

Essential Duties:

Academic Support

- Provides individual and group instruction to students on topics such as literacy, study skills, learning, and research techniques.
- Leads the library staff and other campus partners in providing supplemental instruction to students.
- Develops student-centered learning opportunities and resources through instruction, consultation, and research support services to support and serve the academic needs of students.
- Proactively seeks faculty and co-curricular partners to promote and integrate library services that support student engagement and success, recruitment, and retention.
- Hires, trains, and supervises student staff to assist in providing peer tutoring, supplemental instruction, and other student support.
- Serves as an active member of the Academic Retention Team which evaluates criteria which may make students less likely to remain at Westmont and propose ways to provide support to those students.
- Remains current on best practices in pedagogy, student support, and library instruction.

Liaison

- Serves as a member of the liaison team to provide subject specific instruction, collection development, and research services to meet the needs of students, staff and faculty in assigned academic and co-curricular departments.
- Promotes Library resources and services to assigned academic and co-curricular departments.
- Serves as collection development coordinator for assigned liaison areas.
- Provides instruction and research consultations for students, staff and faculty in liaison departments.
- Develops print and online research guides for assigned academic and co-curricular departments.
- Provides course-integrated information literacy instruction.
- Provides virtual and face-to-face research assistance and works at the Learning Commons research help desk as assigned.
- Serves on Library, College or professional organization committees.
- Attends workshops, continuing education programs, library conferences and other professional training opportunities.
- Expectations for workplace demeanor include but are not limited to: working collaboratively and harmoniously with co-workers, customers and others by sharing ideas and resources willingly, constructively and positively; listening to and objectively and respectfully considering the ideas and perspectives of others; readily admitting and correcting personal mistakes; meeting commitments; keeping your supervisor and others who may be affected informed about work progress; addressing problems willingly and constructively to discover practical and lasting solutions acceptable

to all parties; working promptly toward reconciliation and forgiveness during conflict; respecting the diversity of our community in words and deeds.

- Other duties as assigned.

Reports to: Director of Library and Information Services