

San Joaquin Valley College
Job Description

Job Title: Learning Resource Coordinator
Department: Academic Affairs & Student Services
Reports To: Academic Dean
Classification: Full-Time, Non-Exempt

Summary: The Learning Resource Coordinator is responsible for the day-to-day operation of the Learning Resource Center (LRC).

Essential Duties and Responsibilities:

- Maintains all aspects of the LRC
- Participates in college governance, committees and task forces
- Participates in educational and campus/eLearning meetings
- Prepares LRC materials for circulation
- Circulates books to students and staff (on-ground only)
- Organizes library shelves and re-shelves circulated items (on-ground only)
- Assists students with research projects
- Actively participates in the budget and acquisition process with the faculty to select learning resource materials
- Participates in meetings, orientations, etc., in order to communicate LRC issues to our constituency
- Participates in the ongoing development of the LRC Master Plan, and in the establishment of college-wide LRC policies and procedures
- Ensures the LRC meets or exceeds program requirements
- Researches asset acquisition opportunities, including digital, and presents cost/benefit analysis reports to constituencies
- Performs other duties as assigned

Supervisory Responsibilities: (On-ground only) Supervises faculty members assigned to work in the library.

Competency: To perform the job successfully, an individual should demonstrate the following competencies:

Adaptability – Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.

Communication – Communicates effectively and appropriately; uses good judgment as to what to communicate to whom as well as the best way to get that accomplished; speaks in clear and credible manner, selecting the right tone for the situation and audience; listens to others and allows them to make their point.

Customer Focus – Personally demonstrates that external or internal customers are a high priority; identifies customer needs and expectations and responds to them in a timely and effective manner; anticipates and prevents delays or other things that can adversely affect the customer; keeps customer informed about the status of pending actions and inquires about customer satisfaction with products or services.

Integrity – Acts in a way that demonstrates personal integrity; serves as a positive example of why others should trust the motives of the organization; views self as a reflection of the organization by following through on commitments and accepting ownership of mistakes; leaves others with the clear impression that integrity is a core organization value.

Organization Support – Follows policies and procedures; completes projects and tasks correctly and on time; supports organization's goals and values.

Professionalism – Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.

Quality of Work – Has established a track record of producing work that is highly accurate, demonstrates attention to detail, and reflects well on the organization; is personally committed to high quality work and encourages others to have similar standards.

Time Management – Prioritizes tasks and manages time to ensure that deadlines are met; plans time and sticks to those plans; prevents or manages interruptions until the highest priority tasks are accomplished.

Work Ethic – Is keenly aware of the time frame in which tasks or projects needs to be done; accepts and mirrors the level of urgency conveyed by the manager or customer being served; puts first priority on the needs of the organization or the needs of its customers.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience – Minimum of an Associate Degree or an equivalent of two years of college; two years related experience; or equivalent of education and experience combined. For the eLearning LRC, experience with digital learning assets and acquisitions preferred.

Language Skills – Ability to read, analyze, and interpret general periodicals, professional journals, technical procedures; ability to write reports, business correspondence, and newsletters; ability to effectively present information and respond to questions from students and employees.

Mathematical Skills – Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals; ability to compute rate, ratio and percent and to draw and interpret bar graphs.

Reasoning Ability – Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions; ability to deal with problems involving a few concrete variables in standardized situations.

Computer Skills – To perform this job successfully, an individual should have knowledge of Microsoft Office; Word, Excel, Access and Outlook.

Other Qualifications – Ability to perform general library operations and procedures; knowledge of the Dewey Decimal or other major classification schemes; ability to operate standard office equipment.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of the job, the employee is regularly required to sit; use hands to finger; handle, or feel; reach with hands and arms; talk and hear. The employee is frequently required to stand. The employee is occasionally required to walk and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.