

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: COORDINATOR - ONLINE LIBRARY RESOURCES AND INSTRUCTION

PAY GRADE: P-3

OVERTIME STATUS: EXEMPT

MAJOR RESPONSIBILITY:

Coordinate online library services and resources and support the E-Learning instructional program.

At the College of Central Florida, our vision is to be "Your first choice for quality higher education." We aim to accomplish this by providing a caring and exceptional learning environment that fosters the success of our students and community. Candidates considering becoming part of the CF family must be able to embrace and model this philosophy in their day-to-day responsibilities and demonstrate our standards: professional, responsive, informative, dependable and engaged.

PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or Training: ALA-accredited Masters in Library Science/Information Science required.
2. Years of experience in field: Minimum of two years' full-time professional experience in a learning resources center or library facility required. Additionally, one year of experience as a coordinator of library services and resources preferred. Experience using an automated library management system is required, including familiarity with electronic databases, integrated automation systems and the Internet.
3. Special skills or abilities related to position: Positive human relations skills. Ability to establish and maintain effective working relationships with students and faculty. Proficiency in written and oral communications skills. Ability to work independently and with others in a changing environment. Commitment to the college learning commons concept. Evidence of initiative, resourcefulness, and adaptability.

ESSENTIAL JOB FUNCTIONS:

1. Coordinate online library resources, services and instruction.
2. Develop policies, procedures and a plan for providing access to materials and services to e-learning students and faculty.
3. Develop, promote, and coordinate library related electronic resources and online learning tools.

ESSENTIAL JOB FUNCTIONS (Continued):

4. Support course-integrated online instruction through embedded library tutorials and customized library guides.
5. Collaborate across library departments to assess needs and build tools, website pages, portals, apps and services as appropriate.
6. Serve as a library liaison to the E-learning Department.
7. Assist the library director in development of the annual Learning Resources budget allocations for online resources.
8. Participate in collection development of print, non-print, e-books, online databases and Web resources.
9. Provide reference and research services at the reference desk and online.
10. Provide library instruction on-site, online and at other college sites.
11. Serve as a library liaison to assigned academic departments.
12. Collaborate with Learning Resources staff to develop, implement, evaluate and improve services.
13. Participate in professional development activities and serve on college committees.
14. Supervise student assistants and part-time staff as needed to support online services.
15. Ability to work a flexible schedule which includes evening and weekend duty.
16. Perform other duties as assigned.

(These essential job functions are not to be construed as a complete statement of all duties performed.)

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.

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to clearly communicate both orally and in writing on a telephone and on a computer for extended periods of time.
- Routinely requires sitting at a desk and viewing a display screen for extended periods of time.
- Ability to access, input, and retrieve information from a computer or other electronic device.
- Routinely requires moderate (up to 40 pounds) lifting and carrying.
- Routinely requires walking, standing, sitting, kneeling, stooping, reaching up, twisting and bending.

ENVIRONMENTAL CONDITIONS

- Works in a library environment.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

PRIMARY LOCATION OF JOB: Building 3, Ocala Campus

SUPERVISOR OF POSITION: Library Director – Learning Resources