POSITION: Assistant Academic Director

Working Title: CECH Library Operational Manager and Student Supervisor

EFFECTIVE: August 25, 2015

GENERAL DESCRIPTION: The Operational Manager and Student Supervisor at the CECH Library manages the Circulation/Reserve desk and the circulating collection of the CECH Library. Hires, trains, schedules, and supervises 15+ student assistants and provides students with direction for special projects. Supports School of Education students in the use of educational technology used in the K-12 classroom environment providing content area knowledge and teaches classes. Supports CECH e-learning and digital scholarship initiatives. Provides reference assistance to a diverse student population and troubleshoots incoming queries. Processes CECH materials, including curriculum resources, for circulation.

RELATIONSHIP AND AUTHORITY: Reports to and receives general direction from the Head of the CECH Library. Supervises 15+ student workers.

DUTIES AND RESPONSIBILITIES:

1. Manages all circulation and reserves library functions, including OhioLINK/ILL pages; develops and implements appropriate procedures; ensures public service equipment and software function properly and reports equipment needing technical support; creates staffing schedules for the Circulation Reserves and Information Commons-Production Lab desks; conducts inventory of the collection; gathers and compiles statistics; works in all areas of the library when student assistants are not available or when backup help is needed.

2. Hires, schedules, supervises and processes biweekly time sheets for CECH Library student assistants; trains circulation desk students; prepares and monitors student assistant budgets; oversees the condition of the print materials collection and the general appearance of the library; creates displays.

3. Teaches education related content area instruction classes to UC students and CECH community partners; provides point-of-use instruction to customers in the use of the UC catalog, OhioLINK, and other databases; responds to information and research questions; provides exemplary customer service to patrons demonstrating sound judgment in interactions and thorough knowledge of UCL/CECH policies and procedures. Creates and maintains online tools and websites.

4. Assists with the CECH Library collection acquisitions operations, including overseeing the end-processing duties associated with curriculum resources; editing UC catalog records; collating and preparing a limited number of “paper only” periodicals for binding; creating Dewey
classification numbers and constructing call numbers for children’s and young adult books, teacher handbooks, and textbooks.

5. Maintains and orders office supplies; reports facility related questions to UCL facilities administrator; performs other duties as assigned

6. Supports and stays abreast of educational technology initiatives that support the K-12 curriculum, such as the use of SMARTBoards and SMARTNotebook, iMovie, iPads in the classroom, K-12 websites, and content are applications.

7. Supports CECH digital scholarship initiatives, including creating and uploading records and data to the institutional repository, and other duties as assigned; supports CECH e-learning initiatives.

QUALIFICATIONS:

1. Bachelor’s degree in K-12 education or related degree
2. At least one year of supervisory experience.
3. Ability to work independently and effectively across organization lines and in collaboration with a variety of individuals and groups.
4. Aptitude for detail-oriented work, including strong analytic and problem-solving skills.
5. Demonstrated organization, analytical, and problem-solving skills.
6. Ability to work independently and effectively across organization lines and in collaboration with a variety of individuals and groups.
7. Demonstrated ability to work in a collaborative, service-oriented, rapidly changing environment to accomplish institutional goals.
8. Demonstrated ability to serve diverse populations.
9. Demonstrated experience with information technologies, and ability of learning emerging technologies.

PHYSICAL REQUIREMENTS:

1. Must be able to stoop and bend, lift materials weighing up to 40 lbs., and move loaded book trucks weighing up to 100 lbs.

PREFERRED QUALIFICATIONS:

1. One year of library experience, or five years of an equivalent combination of education and library experience.
2. At least one year of K-12 classroom teaching experience or equivalent experiences
3. Knowledgeable in K-12 educational technologies and content area applications