



Classification Description

<u>Job Title:</u>	Dean, Learning Resources	<u>Pay Grade:</u>	Administrator
<u>Department:</u>	Learning Resources		Schedule
<u>Division:</u>	Academic Affairs	<u>FLSA Status:</u>	Exempt
<u>Reports To:</u>	Vice President, Academic Affairs	<u>Job Code:</u>	2116

Job Purpose

Serves as the district officer of Learning Resources, International Study, and the Honors Scholar Program. The Dean of Learning Resources administers and manages all aspects of a district-wide Honors Scholar Program and the district learning resources. This position also supervises the Museum of Medical History, the Rush Collections Gallery and the Rauschenberg Gallery on the Lee Campus.

General Responsibilities

Essential Functions

Learning Resources

Oversees the college-wide learning resource functions, directing the implementation of College procedures and programs to support the operational and educational activities of the library.

Guides library operations as they apply to the College's strategic plan, *Destination 2020*, and accreditation criteria.

Provides long-range planning for the development of Learning Resources; develops and executes long and short-term goals and objectives. Collaborates with Campus Presidents and the Faculty Chair, Learning Resources, to achieve college-wide goals and support campus goals.

Provides general direction and guidance to the campuses. Coordinates with and through the Campus Presidents to ensure appropriate learning resources services to the district.

Maintains adequate resources to serve the demands of the teaching/learning environment within allowable economic constraints.

Provides for centralized processing in the acquisition and cataloging of all library materials.

Coordinates the implementation and operation of the state-wide library automation systems used within the district.

Dean, Learning Resources

Supervises and evaluates Faculty librarians.

Museums and Galleries

Manages the effective operations of the Rauschenberg Gallery, the Rush Collections Gallery and the Museum of Medical History.

Seeks funding in support of these operations.

Assures relevancy of exhibits to the curriculum, and maximizes student and faculty engagement.

Fosters goodwill and participation among constituent groups, including docents and donors, to sustain these enterprises for the College and the community.

Honors Scholar Program

Manages an effective, dynamic and innovative Honors Scholar Program district-wide.

Provides for the appropriate appointment of faculty to Honors Scholar Thesis projects and oversees their completion.

Develops pathways that maximize opportunities for students to participate in the Honors Scholar Program, regardless of campus location.

Supervises the Honors Scholar Thesis presentations and other events designed to draw positive attention to the program.

These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related duties as required.

Knowledge, Skills and Abilities

Minimum Qualifications

A doctoral degree from a regionally accredited institution of higher education.

Record of accomplishment and experience in administration of an academic unit at an institution of higher education.

Ability to work independently, communicate effectively and make presentations to widely divergent populations.

Demonstrated leadership characteristics which include a collaborative spirit, team-building abilities, and visionary aptitude.

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Demonstrated record of performance according to the highest standards of moral and ethical behavior.

Demonstrated professional philosophy consistent with the mission of Edison State College.

Demonstrated ability to engage in scholarly research, field research and publications.

Proficiency in internet research.

Demonstrated experience using a personal computer, office software such as MS Office and electronic mail.

Demonstrated ability to:

- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work in a fast-paced, demanding environment.
- Exercise discretion and good judgment at all times and in all contexts and maintain client confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present legal and governmental information in a meaningful manner.

Preferred Qualifications

Certification in the Responsible Conduct of Research (Social and Behavioral Sciences).

Critical Skills/Expertise

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.

- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

Work Conditions/Physical Demands/Special Conditions

Physical: Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 20 or more pounds.

Environmental: Normal general office

Mental: Routinely requires the ability to interpret, analyze and perform critical thinking skills.

Notice: This job description does not include all essential and nonessential duties of the job. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can safely perform the essential functions of this job with or without reasonable accommodation.

Approved: October 13, 2009; revised March 2012