



**CLINTON**  
COLLEGE | EST. 1894

**POSITION DESCRIPTION**

**Director of Digital Library and Learning Commons**

**DEPARTMENT:** Academic Services

**REPORTS TO:** Vice President for Academic Services/Academic Dean

**FUNCTION:** The Director of Digital Library and Learning Commons is a 12-month position that reports to the Vice President for Academic Services. The Director of Digital Library and Learning Commons is part of the leadership team for academic services and provides support to the Vice President of Academic Services in the operation of Teaching and Learning, Library Services, and Digital Learning Support Services. Areas of responsibility include programmatic decision making, partnership development, supervision, workshop development, assessment, budget, and operations.

**MAJOR DUTIES/RESPONSIBILITIES:**

- Provide leadership and support for emerging learning technologies and education through faculty professional development.
- Assist, advise and support faculty in selecting academic materials.
- Works with the Associate Dean of Academic Services and Associate Vice President of Student Success to provide support for student engagement.
- Establish and maintain learning communities on campus and online.
- Facilitate collaborative initiatives with academic and support units across campus that foster best practices in teaching and learning.
- Maintain a Learning Commons space in LMS.
- Coordinates access and maintaining of the library's licensed digital resources, including tasks related to contracts, implementation, staff support, troubleshooting, and maintenance of resources.
- Coordinates and maintains content for the web for Library Services.
- Supervises the timely and accurate processing, cataloguing and circulation of library resources
- Plans and prepares for future growth and innovation; prepares and submits proposals for enhancement of services based on objective need analysis and use projections
- Responsible for ensuring adherence to applicable federal, state and college laws, requirements, policies, and procedures within their area of authority

- Collaborates with the IT staff to develop information service strategies and initiatives that maintain a high level of staff, faculty, and student satisfaction with on-site and digital services.
- Perform a professional library work in collection development, including acquisition, evaluation, selection, and weeding of digital and print materials.
- Collects and maintain statistical data for the library.
- Perform related duties as assigned.

**SUPERVISION:**

The Director of Digital Library and Learning Commons is supervised by the Vice President of Academic Services and supervises professional and support staff.

**MINIMUM EDUCATION AND EXPERIENCE:**

- Doctoral degree in higher education is preferred.
- A master's degree from a program accredited by the American Library Association and/or three years of library management experience
- Must hold appropriate state certification as a school librarian and have completed a teacher preparation program and/or education degree
- Experience in academic support for faculty or higher education teaching

**MINIMUM QUALIFICATIONS/SKILLS:**

- Knowledge of library information technology, systems, products, and delivery technologies.
- Ability to effectively supervise and direct both skilled professionals and semi-skilled assistants
- Demonstrated experience working with students of diverse cultural/abilities, economic and educational backgrounds.
- Demonstrated ability and enthusiasm for working with the public.
- Ability to work cooperatively and collaboratively with college students, clients, faculty, staff, and administration
- Demonstrate excellent organizational and communication skills
- Strong interpersonal skills with students
- Ability to work as a team member and supervise others
- Experience in post-secondary education
- Experience in the development and implementation of new programs and workshops and/or teaching experience.
- An understanding of the mission and role of a Christian liberal arts college.
- Ability to initiate and direct grant activities relating to the individual program area.

**Salary Range: \$55,000-\$65,000**

To apply, please submit resume to [humanresources@clintoncollege.edu](mailto:humanresources@clintoncollege.edu).

