

## **Asst Dir, Learning Commons**

### **Job Code 50028978**

#### **General Description**

The Assistant Director, Learning Commons will initially take a lead role in developing innovative services and integration of technology in the learning commons and transition into overseeing its operations.

#### **Examples of Duties**

Facilitates development of the Learning Commons with a commitment to customer satisfaction and quality.

Participate in programming and design of the Learning Commons.

Investigate, pilot, and report on technological suitable for the Learning Commons.

Communicate and coordinate with working groups that include IT and Library staff, faculty, students and other university stakeholders.

Prepare and deliver presentations to communicate to the Texas State community about the Learning Commons project.

Prepare and review various communications emanating from the Library related to Learning Commons.

Work collaboratively with other campus experts/representatives to keep abreast of and provide advice regarding proposed policies, procedures, and guidelines.

Utilize a set of metrics to evaluate the effectiveness and value of the Learning Commons.

Develop, analyze and maintain reports and records.

Develop a formal review process for expected outcomes and deliverables.

Supervise the User Experience Librarian.

Interpret University policies and procedures relevant to the Learning Commons.

Keep informed on advancements and changes in the field of student learning, library, and higher education academic support services.

Create a dynamic and innovative Learning Commons environment based upon current research and best practices.

Attend training and interact as required to maintain knowledge of current issues and best practices and retain certification.

Assist with special project assignments as directed by the Director.

#### **Knowledge, Skills, and Abilities**

**Knowledge of:** Intermediate Math; basic conversational English; project management practices in higher education and other organizational environments; people and organizations that compromise the Texas State community; Texas State University systems and processing environment; relevant technologies and technical practices;

**Skill in:** Effectively communicate ideas to both technical and non-technical readers; working as a team member or team leader; working independently and manage priorities; strong attention to detail and delivery of high quality outcomes; effective presentations; open to others – willing to listen; negotiating with vendors, consultants, and others;

**Ability to:** Understand, interpret, & retain complex technical material, policies, procedures, contracts, proposals, charts, graphs, analyses, etc.; Prepare clear, concise, grammatically correct reports, letters, and proposals about technical matters; supervise personnel and forge and sustain effective collegial work relationships that encourage change and innovation with a variety of individual and groups in a complex and rapidly changing environment; Analyze problems/complaints and facilitate resolution in a timely manner; coach and mentor other team members; conduct classroom and one-on-one training; describe key accomplishments in cutting-edge learning commons environment.

**Experience and Education**

To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.