Learning Commons Coordinator

Job Code 50027529

General Description
Responsible for integration of technology and overseeing operations in the Learning Commons.

Examples of Duties
Facilitate development of the Learning Commons with a commitment to customer satisfaction and quality.
Communicate and coordinate with working groups that include IT, and Library staff, faculty, students, and other university stakeholders.
Utilize a set of metrics to evaluate effectiveness and value of the Learning Commons.
Keep informed on advancements and changes in the fields of student learning.
Interpret university policies and procedures relevant to the Learning Commons document plans.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: University policies and procedures; faculty and staff rules and regulations.

Skill in: Preparing clear, concise, and grammatically correct reports; establishing rapport with faculty and staff; coordinating meetings with Texas State Faculty and students.

Ability to: Read and interpret manuals and understand university policy and procedures; perform basic math; delegate responsibilities to others; prioritize own workload and readjust as needed.

Educational Experience
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.

Other Requirements