

OVIATT LIBRARY

Learning Commons Coordinator

Job ID: 8605

Job Code: 0420

CSUN's Commitment to You

CSUN is committed to achieving excellence through teaching, scholarship, learning and inclusion. Our values include a respect for all people, building partnerships with the community and the encouragement of innovation, experimentation and creativity. CSUN strives to cultivate a community in which a diverse population can learn and work in an atmosphere of civility and respect. CSUN is especially interested in candidates who make contributions to equity and inclusion in the pursuit of excellence for all members of the university community.

About the University

One of the largest universities in the country, California State University, Northridge (CSUN) is an urban, comprehensive university that delivers award-winning undergraduate and graduate programs to nearly 40,000 students annually and counts more than 330,000 alumni who elevate Southern California and beyond. Since its founding in 1958, CSUN has made a significant and long-term economic impact on California, generating nearly \$1.9 billion in economic impact and more than 11,700 jobs each year. The LAEDC recognized CSUN as its 2015 Eddy Award winner for its positive economic impact. Serving more students on Pell Grants than any other institution in California, CSUN is also a social elevator and one of the most diverse universities in the country. CSUN ranks 13th in awarding bachelor's degrees to underrepresented minority students and seventh in bachelor's degrees to Latino students, serves the 13th largest Jewish student population, and enrolls the largest number of deaf and hard-of-hearing students of any U.S. state university. The journal Nature recently named CSUN a Rising Star for scientific research, and the NSF ranks CSUN in the top five nationally among similar institutions for graduates who go on to earn doctorates in the sciences. CSUN is where individuals rise. And through them, so does Greater Los Angeles and beyond.

About the Department

The California State University, Northridge's Oviatt Library provides educational, cultural, and information services and resources to the students and faculty. Its primary mission is to support and supplement classroom and independent learning; facilitate student and faculty research; and provide students with lifelong skills in identifying, locating, evaluating, and synthesizing information. More than 22,000 students participate in formal library instruction on an annual basis. The Library's collections include more than 1.4 million volumes, and subscriptions to more than 72,000 journals. Access is provided to more than 200 online databases and some 425,000 eBooks. Specialized service areas include a music and media center, assistive technology labs, special collections and archives, teacher's curriculum center, and student access computer labs containing more than 300 workstations, laptops, and tablets. Current Library faculty and staff include approximately 25 tenure-track full-time librarians and 60 full-time paraprofessionals.

CSUN ScholarWorks Open Access Repository is the university's institutional repository, the archive and distribution platform for faculty research and instructional materials, student work, and the university's public-facing documents.

Major Duties

Under general supervision, the Learning Commons Coordinator oversees coordinates daily operations of the Oviatt Library Learning Commons, including both the Learning Commons Technology and Creative Media Studio service desks. The incumbent assists with distribution, setup and maintenance of all furniture and media equipment in the Learning Commons; directly oversees student employees staffing the Learning Commons Technology and Creative Media Studio service desks; oversees services provided by student employees including operation of available software and hardware, unit maintenance, data entry, tours, customer service, and other assigned projects; assists with outreach efforts by creating marketing materials, signage, and other promotional media; assists to identify user needs, and performs assessments to enhance services; performs training, prepares reports, and attends meetings; works on special projects as needed; and performs other duties as assigned.

Qualifications

Equivalent to graduation with a Bachelor's degree from an accredited four-year college or university in a related field. Equivalent to six (6) months of full-time computing experience which includes knowledge of relevant hardware, software, maintenance, and user support. Certification training and applied experience may be substituted for the required education, on a year-for-year basis. Marketing/Branding experience and experience working with blogs, web pages, and other content delivery applications desired.

Knowledge, Skills & Abilities

General working knowledge of common software application packages, equipment platforms, reference database systems and sources, and training methods; and a basic understanding of networks, data communication, and multimedia systems. Functional knowledge of: PC/Mac hardware, Windows/Apple OS/iOS and Microsoft Office (Word, Excel, Outlook, PowerPoint etc.). Experience with audio/visual editing software, 3D tools and equipment, and other emerging technologies. General knowledge of Library policies, procedures, and reservations software. Ability and specialized skills to: recognize technology problems and offer reasonable solutions; solve common problems or problems which have precedent solutions; organize projects and work within timeframes and deadlines; effectively present ideas, explain problems, and recommend solutions orally and in writing; actively participate as a team member by meeting assigned deadlines, listening to ideas of others, and acting on expressed needs; and establish and maintain cooperative working relationships with students, faculty, staff, and administration.

Pay, Benefits, & Work Schedule

The university offers an excellent benefits package.

The salary range for this classification is: \$3470 - \$6681 per month.

The anticipated HIRING RANGE: \$3470 - \$3900, dependent upon qualifications and experience.

HOURS: Full Time; 40 hours per week; 8:00am - 5:00pm, Monday through Friday; possibility of occasional evening and/or weekend shifts.

REG: This is a Regular position with a one-year probationary period.

Application Period

Applications received through October 28, 2019, will be considered in the initial review and review of applications will continue until position is filled.

In order to be considered in the initial review, applications must be submitted prior to the date listed above. Application submissions received after the initial review date will be reviewed at the discretion of the University.

How to Apply

Candidates should apply by completing the CSUN on-line application utilizing:
<http://bit.ly/HRC SUN>.

NOTE: Internal candidates should apply through the portal by accessing the View Job Openings/Apply link on the Human Resources/Employee pagelet.

For more detailed information on the application and hiring process, please visit the link below:
www.csun.edu/careers

Background Check

This position is a sensitive position as designated by the CSU.

A background check (including a criminal records check) must be completed satisfactorily. Failure to satisfactorily complete the background check may affect the status of candidates who apply for the position.

CANRA

The person holding this position may be considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

Equal Employment Opportunity

CSUN is an Equal Opportunity Employer and prohibits discrimination on the basis of race, color,

ethnicity, religion, national origin, age, gender, gender identity/expression, sexual orientation, genetic information, medical condition, marital status, veteran status, and disability. Our nondiscrimination policy is set forth in CSU Executive Order 1096. Reasonable accommodations will be provided for applicants with disabilities who self-disclose by contacting Recruitment Services at 818-677-2101.