

OVIATT LIBRARY

Special Assistant to the Dean

Job ID: 7007**Job code:** 1038**CSUN's Commitment to You**

CSUN is strongly committed to achieving excellence through teaching, scholarship, active learning and diversity. Our values include a respect for all people, building alliances with the community and the encouragement of innovation, experimentation and creativity. CSUN actively encourages qualified candidates to apply who demonstrate a commitment to serving a diverse student population as well as a commitment to maintaining a respectful and inclusive work environment.

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 Special Assistant to the Dean performs a variety of technical and administrative services in support of the Dean and Library personnel. The incumbent serves as a liaison to the campus community, and acts on behalf of the Dean as required; prepares correspondence for the Dean; writes press releases, monthly updates, quarterly newsletters, and Library guides; participates in creating, coordinating and writing reports, proposals, initiatives, strategic plans, grants, and Library policies; oversees Library Projects and Programs staff, and has general oversight of the production of newsletters and other publications; indirectly leads the Project and Programs Coordinator and student employees in that area; oversees the Library Administration Reception Desk staff, personnel, and operations; maintains Library Intranet and Faculty Senate Library Committee webpages; prepares agenda for multiple Library meetings; attends and participates in these meetings; writes and distributes minutes; conducts research to assist in preparation of statistical and other reports; assists with Library events and activities, marketing, and development as needed; works on special projects; and performs other duties as assigned.

Qualifications

Equivalent to graduation from an accredited four-year college or university in a job-related field required. Equivalent to five years of full-time, progressively responsible relevant experience. Oversight and administration of a program with supervision and/or lead experience.

Knowledge, Skills & Abilities

Thorough knowledge of general practices, program, and/or administrative specialty, and operational and fiscal analysis and techniques. Advanced knowledge of policies, procedures, and outside regulations pertaining to technical and administrative services in support of Library personnel. Ability and specialized skills to: take initiative and independently plan, organize, coordinate, and perform work in various situations where numerous and diverse demands are involved; expertise in investigating and analyzing problems with a broad administrative impact and implications; ability to learn a wide variety of software applications that run on Windows Operating System (OS); operate software including web browsers such as Internet Explorer or Firefox, Quicktime, Window Media Player, Adobe Acrobat Reader, CD burning software, Microsoft Office Suite, Visio, WebOne, Majordomo, HTML and Adobe Photoshop; build a network of campus contacts with expert technical knowledge, especially within the Library and Information Technology; train others and provide lead work direction; interpret, and apply a wide variety of policies and procedures to develop conclusions and make recommendations; possess a level of professional expertise and unique subject matter knowledge for research, analysis and recommendations in areas where policies do not exist and where the scope of responsibility impacts divisional and campus operations and/or educational policies; perform basic research and statistical analysis; analyze data and make accurate projections using business mathematics

and basic statistics; communicate effectively both orally and in writing.

Pay, Benefits, & Work Schedule

The university offers an excellent benefits package.

The salary range for this classification is: \$4693 - \$7769 per month.

The anticipated HIRING RANGE: \$4693 - \$5400, dependent upon qualifications and experience.

Hours: Full Time; 40 hours per week; 8:00am - 5:00pm, Monday through Friday. May include some evenings and weekends.

General Information

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

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

The person holding this position is 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.

How To Apply

Candidates should apply by completing the CSUN on-line application utilizing http://bit.ly/HR_CSUN link. NOTE: Internal candidates should apply through the portal by accessing the View Job Openings/Apply link on the Human Resources/Employee pagelet.

Applications received prior to August 10, 2017 will be considered in the initial screening and 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 application screening date will be reviewed at the discretion of the University.

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

Equal Employment Opportunity

California State University, Northridge is an Affirmative Action/Equal Opportunity Employer. We consider applicants for employment without regard to race, color, religion, national origin, age, gender, gender identity/expression, sexual orientation, genetic information, medical condition, marital status, veteran status, or disability. Reasonable accommodations will be

provided for applicants with disabilities who self-disclose by contacting Recruitment Services.