

OVIATT LIBRARY

Learning Commons Coordinator

Job ID: 6734**Job code:** 0420**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

Serving approximately 40,000 students each year, CSUN is one of the largest universities in the United States, and it has an impact to match its size. Money Magazine recently named CSUN one of the top ten values in all of higher education, and the Social Mobility Index ranked CSUN fifth in the nation for elevating its students, economic and social wellbeing. CSUN ranks 10th in the country in awarding bachelor's degrees to underrepresented minority students, fifth nationally in awarding master's degrees to Hispanic students and enrolls the largest number of deaf and hard-of-hearing students of any U.S. state university. CSUN's 171 academic programs and engaged centers enjoy international recognition for excellence. CSUN currently partners with more than 100 institutions of higher education in 22 countries around the globe and attracts the largest international student population of any U.S. master's level institution. Situated on a 356-acre park-like setting in the heart of Los Angeles' San Fernando Valley, the campus features modern educational buildings and world-class LEED Gold-certified performing arts and recreational facilities recognized as among the best in the country. CSUN is designated as a Hispanic Serving Institution (HSI) and an Asian American, Native American, Pacific Islander Serving Institution (AANAPISI) and we value the diversity of all of our students and the campus community. CSUN is a welcoming university that champions accessibility, academic excellence and student success.

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 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 unit maintenance, data entry, tours, customer service, and other assigned projects; assists with outreach efforts by creating marketing materials, social media posts, 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, Windows and Apple OS and Microsoft Office (Word, Excel, Outlook, PowerPoint etc.). Broad based knowledge of video/audio editing software, and other productivity software desirable. 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 - \$5994 per month.

The anticipated hiring range: \$3470 - \$3800, dependent upon qualifications and experience.

Hours: Full Time; 40 hours per week; 8:00 am - 5:00 pm, Monday through Friday.

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 May 8, 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.