OVIATT LIBRARY

Teacher Curriculum Center / Music and Media Coordinator

Job ID: 7514

Job code: 2889

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 students who are 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 of the Library Associate Dean, and in cooperation with the Teacher Curriculum Center (TCC) and Music and Media (M&M) librarians, the Teacher Curriculum Center/Music and Media Coordinator coordinates all operations of Music and Media, Teacher Curriculum Center and the Sharon Fogarty Young Readers' Collection in the Oviatt Library. The incumbent provides lead direction, and oversees the work of two staff members and numerous student employees; trains and evaluates staff and student employees; requests salary rate increases and promotions for student employees; oversees student employee budget for the area; prepares and approves staffing schedules, monitors attendances, assigns projects, and evaluates results; oversees the efficient circulation of music, instructional media, TCC, and juvenile collections; manages materials processing for instructional media items, and reviews all new arrivals for accurate labeling and cataloging; oversees stack maintenance, materials repair, including text and media maintenance, and initiates replacement processes for damaged items that cannot be repaired; edits entries and circulation records in the Library online catalog system as needed; collects and maintains designated statistics and records; establishes policies and coordinates the use of multimedia carrels and review rooms for patron viewing and listening, and maintains equipment in these areas; promotes Americans with Disabilities Act (ADA) access to media material, including the captioning of videos by the campus National Center on Deafness (NCOD); creates monthly statistical reports; prepares department planning calendar incorporating future projects and initiatives; assesses operations, monitors progress, and recommends operational changes to Library Administration; coordinates faculty reservations of instructional media material for classroom showings; oversees processing, circulation and maintenance of reserve materials for all music classes, TCC items, and general classes placing media on reserve; links selected streaming video and audio material from the Library online data bases to the online course reserve page and monitors availability and expiration dates; consults with faculty and administrators concerning collection and equipment solutions to support curricular needs; works closely with TCC/M&M employees and students to ensure that operations and functions are maintained with a maximum degree of efficiency to provide a high level of public service; works on special projects; and performs other duties as assigned.

**Qualifications**

Five (5) years of Library Assistant experience with High School or equivalent certification; OR four (4) years Library Assistant experience with equivalent to an Associate's Degree (60 units); OR three (3) years Library Assistant experience with equivalent to a Bachelor's Degree (120 units) in job related field required.

**Knowledge, Skills & Abilities**

Comprehensive and in-depth knowledge of library operations in assigned library unit(s) or department and its relation to overall library operations; assigned unit's or department's
principles, policies, practices and procedures and their relationship to overall library functions and other units, and the ability to apply this expertise and judgment to address unique problems; and library accounting and budget policies and procedures, including the ability to collect, organize and analyze data to support planning and budgeting.

Thorough knowledge of library collection itself, its organization, and classification schemes. Comprehensive knowledge of external on-line databases, systems and resources and trends pertaining to assigned functional area, including expertise in searching strategies; institution's and library's policies and practices associated with ethical use of and access to library and on-line resources, as well as general knowledge of library bill of rights and code of ethics; national standards and resources pertaining to library operations, including the ability to source and interpret information from such resources; national and institutional standards pertaining to copyright and intellectual property protection and the ability to apply this knowledge to ensure full compliance with legal requirements; and all aspects of lead work direction and campus human resource and payroll policies and procedures. Broad knowledge of music, media, K-12 curriculum materials, and juvenile literature. Expertise in most aspects of the library's automated and on-line catalog systems, including database maintenance functions. Working knowledge of library operations and media equipment. Ability to participate in long range planning through the collection, organization, analysis, and interpretation of data and information. Ability to communicate effectively, both orally and in writing, with faculty, staff, students and community.

Pay, Benefits, & Work Schedule
The university offers an excellent benefits package.

The salary range for this classification is: $3571 - $6497 per month.

The anticipated HIRING RANGE: $3571 - $5500, dependent upon qualifications and experience.

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

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

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 21, 2018 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**

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 ext. 2101.