OVIATT LIBRARY

Learning Commons Lead

Job ID: 8418
Job code: 0420

Major Duties

Under general supervision, the Learning Commons Lead oversees the daily operations of the Learning Commons including: Library Technology Services, Creative Media Studio, and Learning Commons collaboration/study/computing/seating area. The incumbent promotes and assesses student success through lending programs, area services and support, and technical literacy instruction; directly oversees the Learning Commons Coordinator, and provides strategic direction and oversight of Learning Commons operation; oversees student employees throughout the Learning Commons; monitors workstations for problems, and resolves or escalates issues to other Library Systems staff; provides direct support to patrons in the use of Learning Commons hardware and software; monitors print stations, and reports problems to vendors; gathers and reports statistics on usage of Learning Commons Technology and the Learning Commons area as a whole; assists with distribution, setup and maintenance of all furniture and media equipment in the Learning Commons area; oversees deliveries and on-site maintenance visits by vendors; provides cost estimates, prepares research reports, and provides justifications for proposals involving the Library Learning Commons; works on special projects, and performs other duties as assigned.

Qualifications

Equivalent to graduation from an accredited four-year college or university in a related field. Certification training and applied experience may be substituted for the required education, on a year-for-year basis. Three years of full-time, progressively responsible field-related experience that includes knowledge of relevant hardware, software, maintenance, and user support. Experience in providing instruction and developing training tools for students and Library employees and experience with overseeing operations and staff at a public service point desired.

Knowledge, Skills & Abilities

Thorough knowledge of a variety of 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 specialized software and equipment for film capture and editing, graphic design, image creation, and 3D modeling and printing; and Library policies and procedures. Broad knowledge of Windows and Apple software and troubleshooting techniques. Functional knowledge of: Windows OS, Microsoft Office, Ex Libris Alma, Apple OS, iLife, Final Cut Pro, Adobe CC, Pro Tools, AutoDesk Software, Cura, 3D printers, iOS, imaging tools, Mbox, cameras, microphones, and Audio Cables is desirable. Ability and specialized skills to: apply and assess user needs; identify, analyze and address user problems; analyze problems and propose effective solution; understand functional and procedural requirements and develop alternative solutions; relate system solutions
to departmental management and staff; communicate effectively both orally and in writing; make presentations; conduct meetings; develop and/or provide user training; 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: $4372- $10,792 per month.

The anticipated HIRING RANGE: $4372 - $5600, dependent upon qualifications and experience.

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

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

**Application Period**

Applications received through July 26, 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**


For more detailed information on the application and hiring process, please visit the link below:

[www.csun.edu/careers](http://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.