



COMMUNITY COLLEGE
OF RHODE ISLAND

Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

TITLE	Assistant Dean Library
POSITION NO.	502935
LOCATION	Warwick Campus
REPORTS TO	Dean of Learning Commons and Classroom Technology
GRADE	BOE 15
WORK SCHEDULE	Non-Standard: 35 hours per week
SUPERVISION	Does this position supervise others
LIMITATION (if applicable)	
REVISION DATE	9/5/2024

JOB SUMMARY:

This position administers the CCRI Library in the academic division of Learning Commons and Classroom Technology at a multi-campus community college. This position requires knowledge of library operations, systems, policies, procedures, standards and trends in academic libraries.

DUTIES AND RESPONSIBILITIES:

Leadership:

- Assists the Dean in providing leadership for the physical design, planning, implementation, and promotion of the Learning Commons.
- Plans, coordinates, and directs library activities, and participates in other college-wide student success initiatives.
- Conducts evaluations, assessment, and reports to provide annual updates to ensure all relevant college-wide strategic plan and academic master plan elements are implemented and state and grant-mandated outcomes are met.
- Develops and promotes special events, seminars, and workshops including, but not limited to, faculty and staff professional development activities, student engagement events, and outreach activities.
- Centers Learning Commons design that supports diversity, equity, and inclusivity.
- Assists the Dean in ensuring library and academic services, initiatives and activities are established with a commitment to diversity and are aligned with the distinctive characteristics of a Community College student population.
- Assists the Dean in establishing department goals in conjunction with library faculty and staff as related to the overall strategic plan of the College.
- Promotes the value of the CCRI Library among administration, faculty, and staff, and encourages its inclusion within curricula and instructional designs.
- Represents CCRI on inter-institutional consortia designed to support common goals.

Technology:

- Maintains current knowledge of new technologies pertinent to assigned projects; learns and applies emerging technologies and advances (e.g. computer software applications) as necessary to perform duties in an efficient, organized, and timely manner Staff and Project

Management:

- Assists the Dean in collecting, analyzing and using relevant data to inform decisions about library operations, policies and strategic direction.
- Assists the Dean in effectively planning and managing the financial resources of the library and academic support services.
- Develops collaborative relationships with internal departments to advance the Learning Commons implementation plan.
- Facilitates the Dean's supervision of Department Chair.
- Assists the Dean in preparing and managing the division budget, including budgets for any grant-funded initiatives.
- Assists the Dean in the administration of collective bargaining agreements and college and division policies.

- Assists the Dean in the faculty selection process with a commitment to diversity, equity, and inclusion.
- Supervises and evaluates the performance of assigned faculty and staff.
- Promotes and facilitates professional development for department faculty and staff.
- Participates in meetings and committee assignments on behalf of the Dean.
- Collaborates with Library faculty and staff to assess Library utilization and make recommendations to address areas of need.
- As needed, assists with daily library operations and provides reference support.

LICENSES, TOOLS, AND EQUIPMENT:

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

REQUIRED QUALIFICATIONS:

- Master's degree in Library Science or Library and Information Studies (MLS or MLIS) from an accredited ALA institution.
- At least 3 years of academic librarianship.
- Evidence of progressively responsible administrative experience in an academic library.
- Demonstrated knowledge and experience in strategic fiscal and facilities management
- Exceptional oral, written, and interpersonal communication skills.
- Demonstrated knowledge of library operations, systems, policies, procedures, standards and trends in academic libraries.
- Proven collaborative and leadership skills to facilitate faculty, staff and student success toward common goals.
- Demonstrated experience in budget preparation and monitoring.
- Ability to analyze data through assessment.
- Will have the ability to use a collaborative approach when working with students and colleagues

PREFERRED QUALIFICATIONS:

- Demonstrated successful administrative and supervisory experience in a community college library setting.
- Grant management experience.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.