

FEBRUARY 2016
FLSA: EXEMPT
SALARY: GRADE T
CBA DESIGNATION: ACADEMIC MANAGEMENT

RIVERSIDE COMMUNITY COLLEGE DISTRICT
DIRECTOR, LEARNING RESOURCE CENTER

BASIC FUNCTION: Under the supervision of the area Dean, manages and directs activities and staff in the Learning Resource Center (LRC) which includes: Tutorial Services, Computer Information Systems Lab, Game Lab, and various online learning resources. Develops and implements a program of academic services and support to assist students in becoming independent learners. Coordinates LRC activities with other divisions and departments to provide synchronized and quality services to students.

SUPERVISORY RESPONSIBILITIES: Supervises classified staff, short-term and student workers.

REPRESENTATIVE DUTIES (Illustrative Only):

1. Plans, organizes, and directs all activities for the Learning Resource Center (LRC), including online learning resources assigned.
2. Supervises, trains, evaluates and participates in the hiring process of assigned staff of the LRC.
3. Recommends goals and direction for the LRC.
4. Coordinates the daily LRC activities in collaboration with other divisions and departments; acts as a liaison to college faculty to effectively connect classroom teaching and learning to LRC practices and outcomes; serves on related college committees and councils; collaborates with directors of categorical or grant-funded programs to deliver academic services in support of program/grant objectives.
5. Coordinates the daily activities of the LRC to ensure a smooth flow of operations; develops and implements policies and procedures.
6. Ensures compliance with education code, board policy, federal and state laws and regulations, college policy and accreditation requirements.
7. Assesses, monitors and evaluates the needs of the LRC; responsible for area program review completion.
8. Develops appropriate initiatives to meet students' needs and to assist the College in achieving its mission and vision.
9. Oversees and coordinates the promotion of the LRC and its services, including LRC webpages, brochures, digital displays, social media, etc.
10. Participates in budget preparation and administration; reviews and approves expenditures.
11. Maintains an understanding of current ideas, research and practices pertaining to the areas of responsibility or this position, through continued study and participation in conferences, educational support networks, professional organizations, and local, regional, state, and federal activities and initiatives that support increased student access, success, equity, and completion through learning center services.
12. Performs other duties as assigned.

EDUCATION: A master's degree is required preferable in education or a related field. Degree(s) must be from an accredited institution.

EXPERIENCE: A minimum of three years of formal training, internship, or leadership experience related to this assignment is required. Two years in a higher education environment is also required. A minimum of two years teaching experience is preferred.

LICENSES/CERTIFICATIONS: Must have, and maintain, a valid California driver's license.

KNOWLEDGE OF:

- Instruction methodologies;
- Education Code, Title 5; District policies and procedures;
- Current office and educational computer software;
- Budget practices;
- Staff and organizational development models;
- Instructional technology and active learning strategies.

ABILITY TO:

- Display leadership skills;
- Manage staff;
- Engage in creative problem solving;
- Demonstrate organizational skills and initiative;
- Communicate professionally and effectively, both in writing and orally with diverse audiences.

CONTACTS: Co-workers, faculty, students, administrators, staff, and the general public.

PHYSICAL DEMANDS: Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds. Will require occasional travel.

ENVIRONMENTAL ELEMENTS: Employee works in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employee may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

OTHER: Must have evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students (E.C. 87360a).

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951) 222-8039.