Position Title: **Learning Resources Coordinator**

Department: Academic Affairs

Reports To: Director of Learning Resources

Classification/ FLSA Status: Level II (Full-time / Non-Exempt)

Primary Function: The learning resources coordinator, under general supervision, performs complex administrative duties to assist the director of learning resources, relieves the director of routine administrative and managing duties, and performs duties governed generally by broad instructions, objectives and policies involving frequently changing conditions and problems.

Key Responsibilities:

1. Oversee circulation processes, including (but not limited to) general checkout, adding new students, removing graduates
2. Oversee overdue material notifications and work to ensure on-time material returns
3. Provide general reference assistance to students, faculty and staff
4. Oversee interlibrary loan processes
5. Maintain and troubleshoot electronic resources
6. Oversee work study students, approve time sheets, and coordinate work schedules
7. Complete other duties as assigned by the director of learning resources
8. Lend enthusiastic support to college policies and to fellow co-workers, particularly in the presence of students and support personnel
9. Participate in the annual Lyceum program

10. Commitment to the mission of Sherman College and support of The Sherman Chiropractor in any way correlated to the position

Basic Knowledge and Skills:

1. Bachelor's degree or five (5) years of library experience required
2. Commitment to providing exceptional customer service
3. Advance proficiency in Microsoft Word and Excel
4. High comfort level when dealing with unfamiliar technologies
5. Ability to exercise judgment and discretion in interpreting and applying objectives and policies involving frequently changing conditions and problems.
6. Strong organizational skills
7. Professional and courteous communication skills
8. Ability to follow instructions as well as to take initiative
9. A desire to work in a service oriented environment
10. Ability to perform multiple tasks while maintaining a pleasant work environment
11. A commitment to and an understanding of the importance of confidentiality
12. Ability to compose and prepare accurate reports, record and correspondence

Preferred Knowledge and Skills:

1. Library experience
2. Knowledge of multimedia and online databases and resources
3. Knowledge of information literacy and information access

Physical demands and work environment:

Physical Demands: While performing the duties of this job, the employee is occasionally required to walk, stand/sit; use hands to finger, handle or feel objects or controls; reach with hands and arms; talk and hear. Specific vision abilities required by the job include close vision, distance vision and the ability to adjust focus. Carrying and lifting requirements may be 25 lb. minimum.

Exposures: In the course of the duties of this job, the employee may be exposed to muscular and/or vision strain.

Work environment: While performing the duties of this job the employee works in a controlled work environment and the noise level in the work environment is usually minimal.

General sign-off: The employee is expected to adhere to all company policies and to act as a role model in the adherence to policies.

I have read and understand this explanation and job description:

Signature: _____ Date: _____