

Job Descriptions

GEORGETOWN UNIVERSITY LIBRARY
Maker Hub Manager

GEORGETOWN UNIVERSITY POSITION DESCRIPTION (Staff & AAP) Section I		Position Number	P76140
		Effective Date	1/30/2017
A. General Information			
Name of Incumbent (if any):			
Business Title:	Maker Hub Manager		
Current Job Profile (if any):	Program Analyst 1		
Manager Name:			
Manager Title:	Head, Gelardin New Media Center		
Manager Contact Info:	Phone:		Email: <input type="text"/>
Supervisory Organization Name and Number:	Gelardin New Media Center #0119		
Type of Position:	Ongoing (Regular)		
Term Position:	No	Term End Date:	
FTE:	75%		
Emergency Position:	No		
B. Job Description			
<i>Please complete the Job Overview, Work Interactions and Requirements and Qualifications specific for this position. The information in this section will be entered in the Position Description for the position in GMS. The Position Description is also used to populate the job posting details from the Job Requisition.</i>			
Job Overview			
<p>The Georgetown University Library's Maker Hub initiative provides a creative gathering place connecting Georgetown researchers, makers and entrepreneurs from across campus with specialized equipment and a collaborative atmosphere to design, solve problems and innovate. The Maker Hub Manager will help chart the direction of the Maker Hub initiative and will oversee the daily operations by coordinating instructional activities, supervising a team of student peer mentors and maintaining safe, organized work areas with fully functional equipment.</p> <p>This position provides support to individual students or interdisciplinary teams working on independent projects or course assignments that enhance classroom-learning experiences and contribute towards educating the whole person. The manager inspires discovery and experimentation, connecting Georgetown's art, technology and business communities with new models of innovation in a low-stakes environment where they can work together to solve problems and learn from each other. A critical aspect of this position involves collaboration with makers from all areas of the University, including academic units, student groups and individual faculty, students and staff.</p> <p>The Maker Hub Manager will be expected to have or develop expertise with all of the equipment offered, including 3D printers and scanners, a laser cutter, sewing machine, vinyl cutter, and electronics, in addition to a wide variety of tools for fabrication.</p>			
Work Interactions			
Reporting to the Director of the Gelardin New Media Center, the Maker Hub Manager will work closely with New Media Center staff to expand and enhance our current focus on digital media to physical making tools and resources.			
Requirements and Qualifications			
Bachelor's Degree			
Practical Experience:			
<ul style="list-style-type: none"> • 5 years experience working in a Maker Space or organization that connects art, technology and business communities. • 2 years experience teaching. 			
Technical Qualifications or Specialized Certification:			
<ul style="list-style-type: none"> • A background in the visual arts or the maker movement and the ability to use a variety of tools, including 3d printers and scanners, sewing machines, and laser cutters. • Demonstrated experience using digital media and graphic design software. • Experience with electronics and programming microcontrollers, including Raspberry pi and Arduino. 			

C. Responsibilities		
<p>This section allows you to describe the specific duties performed by the employee in this position. This section should provide detailed tasks tied directly to the summarized duties found in the Job Description above. Effectively used, each section will serve as a space to enumerate the duties grouped within functional categories. List the responsibilities in descending order of importance, and indicate percentage of time required to complete the tasks. Percentages must total 100%. You must indicate whether a responsibility is Essential (E) or Non-Essential (NE) in order to comply with the Americans with Disabilities Act.</p>		
1.	Percentage: 25% E/NE: Essential	Maker Hub Management <ul style="list-style-type: none"> Develops policies and procedures to ensure a safe, productive environment. Manages opening and closing the Maker Hub as scheduled to secure library materials and University property. Maintains organized, tidy work areas; troubleshoots, maintains and resolves equipment, hardware and software problems as needed and refers issues appropriately. Communicates and enforces policies and procedures; refers patrons to other campus units or outside vendors when necessary. Monitors and requests any needed supplies and equipment. Researches and recommends improvements and enhancements to services. Develops metrics, tracks and assesses activity.
2.	Percentage: 25% E/NE: Essential	Instruction and Consultation <ul style="list-style-type: none"> Through one-on-one consultations, group workshops and other specialized training, instructs and advises users and staff on the design and production of projects using the tools and equipment available in the Maker Hub. Creates effective instructional materials to educate patrons and staff on the safe and appropriate use of resources and equipment in the Maker Hub.
3.	Percentage: 20% E/NE: Essential	Student Personnel Management <ul style="list-style-type: none"> Recruits qualified students and trains them to safely use all of equipment and tools in order to provide peer-to-peer support and instruction. Mentors student staff and assigns relevant projects. Coordinates activities and monitors the overall pace and direction of work. Schedules staff to monitor the Maker Hub during all open hours; ensures coverage for holidays, finals, snow days and other emergencies. Evaluates each student every semester to ensure quality work is maintained and ensures correct placement in the appropriate student job tier. Ensures proper processing of termination paperwork.
4.	Percentage: 20% E/NE: Essential	Community Building <ul style="list-style-type: none"> Promotes Maker Hub services and resources through tours, outreach, demonstrations, talks, and displays. Monitors all forms of online communication with the Maker Hub, including emails, submissions of requests for services (3D printing, etc.) and listservs appropriate to job tasks. Communicates and coordinates regularly with campus partners in other Maker facilities and units, for instance, Garage Physics @ Reiss, CCT Lab, Car barn Labs, the Napolitano Lab in Walsh, EthicsLab in Healy, the Film and Media Studies program, the GU Computer and Electronics Club, Performing Arts/Costume and Scene Shop Studios, and the McDonough School of Business. Develops and maintains the website to highlight resources, services and the community of users.
5.	Percentage: 10% E/NE: Essential	Professional Development <ul style="list-style-type: none"> Serves on departmental, library and/or university-wide committees and task forces; as required participates in local consortia and regional and national associations. Participates in achieving library-wide priorities.

D. Working Conditions and Physical Demands	
<i>In this section, please describe the physical environment in which the incumbent will be working (e.g., outdoors, office setting, mechanical shop, etc.) You may also note any other conditions of the work environment (e.g., odors or lighting) material to the position. Additionally, please select a designation from the following list.</i>	
Choose an item	
E. Staff Supervision	
Indicate the number of staff this position will supervise. If none, please select "0."	0
Indicate the number of student employees this position will supervise. If none, please select "0."	>10
Will this position be solely responsible for making hiring and firing decisions of the positions it supervises?	Yes
F. Budgetary Responsibility	
If this position is responsible for developing/creating a budget, what is the total revenue for which the position is accountable? If not applicable, please leave the default "0"?	0
If this position is responsible for developing/creating a budget, what is the total expenditure for which the position is accountable? If not applicable, please leave the default "0"?	0
Will this position be solely responsible for making hiring and firing decisions of the positions it supervises?	Yes
Will this position manage sponsored funds (i.e. grants)?	No
G. Employment Screening	
<i>GU requires pre-hire background checks for most administrative positions. Additional checks may be warranted for certain positions.</i>	
Does this position direct, manage, or oversee a program(s) that serves minors?	Yes
Do the job responsibilities include, staying overnight with minors in properties owned or operated by GU?	Yes No
Do the job responsibilities involve regularly spending time alone with minors (individually or in groups)?	No
Is there another reason for requiring a background check for this position?	No

UNIVERSITY OF KENTUCKY LIBRARIES

Business Research Position

Business Researcher Position

The UK Libraries Reference Department has a student position available as a Business researcher. The position is funded by the Kentucky Small Business Development Center and would consist of doing secondary market research for KSBDC counselors to use with their entrepreneurial clients. KSBDC is a non-profit organization that helps entrepreneurs start businesses or change existing ones.

The research usually involves searching in UK's business databases and other resources for articles and reports that would help the entrepreneurs. The researcher would then write up a short synopsis of what he or she found for the counselor to use with the client. The topics vary widely -- from very high tech -- like nanotechnology companies -- to very mundane -- like a bicycle shop or a liquor store. It's usually pretty interesting and the researcher would get a lot of experience working with business databases -- which is very helpful if you want to work in an academic or corporate library.

The person filling this position does not necessarily need to have a business background -- just good researching and writing skills, an ability to work independently, and a willingness to learn. Creativity, flexibility, and persistence would also be good qualities to have. The position is for 20 hours per week and pays \$8.80 per hour. Though the pay is low, it is great experience and looks good on a resume. Several people who have had this position in the past are working as Academic Librarians at research universities.

UMass Amherst PTRC / Job Description / March 2017

- Serves as Patent & Trademark Resource Center Representative; attends annual training seminars conducted by the US Patent and Trademark Office; when possible attends webinars conducted by other offices such as the World Intellectual Property Organization (WIPO) and European Patent Office.
- Conducts training seminars on patents and trademarks for; assists with patent and trademark portions of academic class instruction.
- Provides information and reference service to patent and trademark patrons - students, faculty, staff and community patrons.
- Outreach to the community – on campus and beyond – for patent and trademark education.

MICHIGAN STATE UNIVERSITY LIBRARIES

Entrepreneurship Librarian

Entrepreneurship Librarian / Librarian I
Michigan State University
Gast Business Library
2016-2017

JOB DESCRIPTION:

Reporting to the Head of the Gast Business Library, the Entrepreneurship Librarian / Librarian I is a member of the team that plans and delivers the full range of reference, instruction and liaison services to the patrons of the business library.

The specific responsibilities of the Entrepreneurship Librarian/Librarian I include the following:

- Offers a full range of general business reference and instructional services, including weekly on-site reference office hours and e-mail reference services. Provides in-depth, specialized service in the assigned subject areas of entrepreneurship and small business development, supply chain management and corporate social responsibility.
- Maintains effective liaison relationships with faculty active in assigned departments and subject areas (as listed above) and communicates with the same faculty on a regular basis.
- Leads efforts to integrate business library services into a growing number of campus programs and university initiatives in the area of entrepreneurship, including the new campus-wide minor in entrepreneurship.
- Co-teaches and provides embedded instruction to entrepreneurship classes offered through the Broad College of Business. Explores opportunities to teach to entrepreneurship classes in other colleges.
- Develops and markets specialized services to local businesses, economic development agencies and related community groups and presents programs on business library resources and services to these groups.
- Provides oversight and guidance to the library's makerspace and represents the library in campus-wide initiatives in this area, including 3-D printing and modeling. Supervises one Librarian assigned to the makerspace as a secondary assignment and develops library programs and workshops that highlight the library's makerspace and related services.
- Strategically selects appropriate business content for the library collection that meets the needs of faculty, staff, students and community members in the assigned areas of responsibility. Communicates the appropriate use of library subscription databases to a wide range of audiences with varying levels of access.
- Provides assistance in using library resources through the development and implementation of orientation and instructional sessions, online research guides and web-based tutorials.
- Participates in relevant library and business professional organizations, and takes an active role in state-wide library initiatives in the area of entrepreneurship.
- Pursues research and publication opportunities or other scholarly activities.
- Other appropriate duties as assigned.

Librarian for NYU School of Professional Studies Graduate Programs

New York University – Division of Libraries in New York City

Description:

The New York University Division of Libraries is seeking a librarian to serve as liaison to the faculty, graduate students, and administrators in the NYU School of Professional Studies. Librarians play a key role in the educational mission of NYU by establishing strong relationships with faculty and students, and connecting them to the services, content, and tools that meet their research, teaching, and learning needs.

The NYU School of Professional Studies offers master's degree programs and graduate certificates in a wide range of professionally oriented areas of study. The School's graduate programs reflect the emerging trends, opportunities and innovative business strategies in each respective field that they represent, and include programs in the Schack Institute of Real Estate and the Center for Global Affairs. Graduate students at the School of Professional Studies include full-time and part-time students, working professionals, and individuals returning to the academic world after pursuing other pathways. Classes are held in the Washington Square area, the Woolworth Building, the Midtown Graduate Center, days and evenings, and online. School of Professional Studies graduate programs are served by the NYU Bobst and Brause Libraries.

Responsibilities:

Working in a collaborative environment this tenure-track position is responsible for building a program of extensive instructional, consultation, and research support services; developing responsive and innovative information services; and extensive outreach to faculty and administrators in the School of Professional Studies. The School of Professional Studies Graduate Librarian will create and deliver outreach methods to students (such as consultation hours, social networking forums, and in-library/online services development); develop information literacy and research proficiencies programming; and engage students and faculty as active users of NYU Libraries services and collections.

This position is a member of the business team and reports to the Head of Business and Government Information Services in the Public Services Division of NYU Libraries. The position is engaged in and contributes to the highly collaborative work of the department and the NYU Libraries. The School of Professional Studies Graduate Librarian works with colleagues at the Bobst and Brause Libraries to implement and enhance programs and services, deliver physical and virtual research and reference services, and take a leadership role on projects and initiatives as appropriate.

Qualifications:

Required: ALA accredited M.L.S. and subject Master's degree required for tenure. Experience in library instruction, reference, and outreach in an academic setting. Candidates should exhibit a strong public service orientation, a high degree of facility with technologies germane to the 21st century library and today's learners.

Preference will be given to candidates with demonstrated business experience in an academic library environment; or an advanced degree in business, real estate, economics or related discipline.

Professional contributions beyond the primary job, such as publications, leadership in professional organizations, and other research and creative activity, are required for tenure.

NEW YORK UNIVERSITY LIBRARIES
Librarian for Business and Economics

Salary/Benefits: Faculty status, attractive benefits package including five weeks annual vacation. Salary commensurate with experience and background.

To Apply: To ensure consideration, send resume and letter of application, including the name, address, and telephone number of three references to: Enrique Yanez, Assistant Dean for Human Resources, New York University Libraries, 70 Washington Square South, New York, NY 10012 or via email to libraries.careers@nyu.edu. Resumes will be considered until the position is filled.

NYU's Division of Libraries embraces diversity and is committed to attracting qualified candidates who also embrace and value diversity and inclusivity.

EOE/AA/Minorities/Females/Vet/Disabled/Sexual Orientation/Gender Identity

Librarian for Business and Economics

Description:

NYU Libraries seeks a subject specialist in business and economics to support the research and teaching programs of faculty, graduate and undergraduate students in the FAS Department of Economics, the Stern School of Business and other departments and programs across the university. The librarian serves as a library liaison with special emphases on building and curating collections in all formats; developing a program of extensive outreach, instruction, consultation, and research support services; and delivering responsive and innovative information services. The Librarian for Business and Economics supports faculty and student data research needs and makes effective use of statistical methods, system and tools. Librarians play a key role in the educational mission of NYU by establishing strong collaborative relationships with faculty and students and connecting them to the services, content, and tools that meet their research, teaching and learning needs.

The Librarian for Business and Economics is a tenure track position based in the Research Commons, and a member of the Business and Government Information Services group in the Public Services Division, NYU Libraries. The successful candidate works collaboratively with other social science librarians, the Data Services team and colleagues at NYU Abu Dhabi and NYU Shanghai to deliver statistical and numerical services related to business and economics, and takes a leadership role on selected projects and initiatives. Librarians at NYU participate in Library-wide committees and professional activities outside of NYU; and monitor developments and best practices to help ensure the excellence of the NYU collections and research support services.

New York University Libraries: Library facilities at New York University serve the school's 40,000 students and faculty and contain more than 4 million volumes. New York University is a member of the Association of Research Libraries, the Research Libraries Group, the Digital Library Federation; serves as the administrative headquarters of the Research Library Association of South Manhattan, a consortium that includes three academic institutions; and is affiliated with The New-York Historical Society. For the NYU Libraries Mission and Strategic Plan go to http://library.nyu.edu/about/Strategic_Plan.pdf

Qualifications:

Required:

- -ALA-accredited master's degree; a second master's degree will be required for tenure
- -Undergraduate or graduate degree in economics or business or related social science discipline
- -Public service experience in an academic library, including reference, instruction, or collection development
- -Demonstrated public service orientation and knowledge of user needs for teaching, learning, and research

- -Demonstrated experience working with statistical datasets and the ability to effectively communicate with faculty, students and staff about textual, numerical and spatial data resources
- -Strong interpersonal, written and verbal communication skills
- -Demonstrated ability to work independently and collaboratively in a complex organization
- -Creative, service-oriented approach to problem solving
- -High degree of facility with technologies and systems germane to the 21st century library
- -Knowledgeable in the issues surrounding scholarly communications

Preferred:

- -Advanced degree in economics
- -Experience with quantitative or qualitative packages for statistical analysis, e.g., Stats, SPSS, SAS, Atlas.ti
- -Record of professional activities, including research and engagement in professional organizations

Salary/Benefits:

Faculty status, attractive benefits package including five weeks annual vacation. Salary commensurate with experience and background.

New York University Libraries:

Libraries at New York University serve the school's 40,000 students and faculty and contain more than 5 million volumes. The Libraries supports NYU's vision to become the first true Global Network University by collaborating and providing services to our 11 global academic centers and our first "portal campus", in NYU Abu Dhabi. New York University Libraries is a member of the Association of Research Libraries and the OCLC Research Library Partnership. The Libraries participates in a variety of consortia and collaborates closely with the New-York Historical Society and the Brooklyn Historical Society. For the NYU Libraries Mission and Strategic Plan go to http://library.nyu.edu/about/Strategic_Plan.pdf.

Title: 3D Design Studio Manager & Renovations Support Specialist

Position Summary

The 3D Design Studio Manager and Renovations Support Specialist provides leadership and coordination for the University Libraries' 3D Design Studio. The position oversees the daily operations of the Studio, monitors its technology and equipment, operationalizes Studio policies and programs, and supervises student staff. Additional responsibilities include participating in the Libraries' broader learning environments initiatives, including its Learning Commons, and working collaboratively with the Libraries' Facilities unit to support new and ongoing library renovation projects.

Required Qualifications

- Strong record of experience working with 3D printing technology, modelling software, and related applications.
- Demonstrable knowledge of 3D printing trends and best practices.
- Minimum two years of supervisory experience.
- Experience with physical space management and facilities development.
- Evidence of creativity and project management skills.
- Experience collaborating across library units and with campus partners.
- Strong interpersonal and communication skills.

Preferred Qualifications

- Knowledge of research library learning environments.
- Background in design, architecture, or engineering.
- Experience with outreach in a university setting.

Duties

65% Manage 3D Design Studio

- Oversees daily operations of the Studio.
- Trains student staff in use of Studio printers and related services.
- Produces and regularly updates student staff training documentation.
- Coordinates student staff schedules.
- Maintains and monitors use of Studio materials and supplies.
- Provides project assistance and user-end troubleshooting
- Monitors Studio compliance of hazardous materials use and other safety standards.
- Ensures that equipment is operational and repairs are made as needed in a timely fashion.
- Communicates Studio-related information (e.g., changes to operating hours,) to library as needed.
- Collections statistics and other evaluative information about the Studio

15% Support Learning Commons Projects & Programs

VIRGINIA TECH LIBRARIES

3D Design Studio Manager & Renovations Support Specialist

- Works with other Learning Environments service point coordinators to strategize effective delivery of services within the University Libraries learning spaces.
- Contributes progressive, original approaches and ideas for the development and implementation of the Newman Library learning commons.
- Collaborates within the Learning division, other University Libraries departments and units, and other campus partners on commons-related initiatives.

15% Support Library Renovation Projects

- Assists with remodeling and reconstruction projects, working with the University Physical Plant and Renovations Departments.
- Supports Director of Library Facilities and is in contact with Project Managers, contractors, vendors, and Library personnel. Schedules meetings and maintains communication to see renovation projects through to completion.
- Contacts vendors to procure furniture and other items needed for Library renovation projects. Schedules installation of furniture and/or other services from vendors. Works with Learning Division and other Library departments as needed to schedule vendor services.

5% Contribute to the Mission of the University Libraries

- Participates in various continuing education and professional development opportunities in order to continually professional practice and philosophies.
- Maintains current awareness in the library profession and related fields.
- Provides quality services in a professional manner with a demonstrated commitment to team efforts, service excellence, and diversity and inclusion.
- Performs other duties as assigned.

VIRGINIA TECH LIBRARIES

Fusion Studio Manager and Learning Space Assessment Coordinator



Virginia Polytechnic Institute and State University

POSITION DESCRIPTION

Used to establish new positions, fill existing positions, and make role changes

REASON FOR SUBMISSION (check appropriate blocks):

<input checked="" type="checkbox"/> Request to Fill Vacancy	<input type="checkbox"/> New Position	<input type="checkbox"/> Job Description Update
<input type="checkbox"/> Role Change*	<input type="checkbox"/> Change % Time (e.g. P/T to F/T)	

*Requested Role Title: _____ Date Prepared: _____

POSITION IDENTIFICATION INFORMATION

Position Number:	Department Name: University Libraries	
Current or Last Incumbent:	Department Number: 0024100	
Role Title: Project Studio Coordinator & Outreach Librarian	Work Location (for off-campus only):	
Work Title: Fusion Studio Manager and Learning Space Assessment Coordinator	Hours Per Week: 40	
Pay Band:	Type of Appointment: <input type="checkbox"/> CY Salary <input type="checkbox"/> AY Salary <input type="checkbox"/> Wage	
Supervisor's Name:	Renewed Yearly: (for sponsored accounts only) <input type="checkbox"/> Yes <input type="checkbox"/> No	
Supervisor's Title Associate Director of Learning Environments	End Date (If restricted or AY):	
Supervisor's Position Number: 015	Funding (% for each):	
Personnel Services use only:		
ROLE CODE: _____	SOC CODE: _____	FLSA Status: <input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
Job Group _____	EEO Category _____	Date Effective: _____
Level: <input type="checkbox"/> Employee <input type="checkbox"/> Supervisor <input type="checkbox"/> Manager		Approved By: _____

JOB SUMMARY AND QUALIFICATIONS

Chief Objective of Position:

This position oversees the development and management of the University Libraries' Fusion Studio. Chief objectives of the position include coordination of the daily operations of the studio as well as the organization of programmatic events related to Studio activities. This position also works to design and implement a commons assessment program using ethnographic and user experience methodologies, with the aim of better understanding the interactions occurring within library spaces and optimizing the Libraries' learning environment for effective collaboration and learning.

The Fusion Studio Manager and Learning Space Assessment Coordinator contributes to the development of the Learning Environments unit by providing insight into current and emerging library practices in project management, interdisciplinary research practices, and user experience studies. The position applies creative problem-solving skills to meet the needs of the changing academic learning environment and works cooperatively with other units throughout the library system. This position represents the unit with external partners when necessary.

VIRGINIA TECH LIBRARIES

Fusion Studio Manager and Learning Space Assessment Coordinator

Qualifications:

Required Qualifications

- Master's degree or higher.
- Demonstrated evidence of interdisciplinary collaboration.
- Strong communication and interpersonal skills, including the ability to work collaboratively with individuals and groups.
- Evidence of successful project management and outreach skills.
- Ability to work as part of a team in order to accomplish institutional goals in a fast-paced, energetic environment.

Preferred Qualifications

- Experience with strategic planning, program assessment, and project management.
- Experience in core library liaison activities, including reference, instruction, and collection development.
- Familiarity with interdisciplinary research methodologies.
- Evidence of creativity, innovation, and scholarship.
- Experience with space management.
- Experience with ethnographic methodologies.
- Evidence of cross-campus collaboration.
- Grant writing experience.

Education, Licensure, Certification required for entry into position:

Does the employee supervise 2 or more Full Time Equivalent employees: ☐ Yes ☒ No

Which of the following are required to meet legal and policy requirements?

☐ Commercial Driver's License (CDL) ☐ Criminal History check ☐ Driver's license
☐ Drug screening ☐ Medical exam ☐ Other, specify:

PHYSICAL REQUIREMENTS

Check the physical activities required to perform the **essential** functions of the position:

<input checked="" type="checkbox"/> Light lifting (<20 lbs.)	<input checked="" type="checkbox"/> Standing	<input checked="" type="checkbox"/> Sitting	<input checked="" type="checkbox"/> Bending
<input checked="" type="checkbox"/> Moderate lifting (20-50 lbs.)	<input checked="" type="checkbox"/> Lifting	<input checked="" type="checkbox"/> Walking	<input checked="" type="checkbox"/> Climbing
<input type="checkbox"/> Heavy lifting (>50 lbs.)	<input checked="" type="checkbox"/> Reaching	<input checked="" type="checkbox"/> Repetitive motion	<input checked="" type="checkbox"/> Pushing/pulling
<input type="checkbox"/> Other, specify:			

CORE RESPONSIBILITIES

%	Describe major responsibilities in each functional area of responsibility.
% 60	Manages daily operations of the Fusion Studio <ul style="list-style-type: none"> • Coordinates facilities management. • Actively identifies, cultivates, and maintains partnerships with university academic programs, students, faculty and staff to facilitate collaborative projects and promote awareness of Fusion Studio and other library services. • Arranges scheduling of studio participants and provides project support services. • Provides technology training and support. • Organizes programmatic events involving studio participants. • Regularly assesses and documents campus use of studios.

VIRGINIA TECH LIBRARIES

Fusion Studio Manager and Learning Space Assessment Coordinator

% 25	Coordinates assessment of University Libraries learning spaces <ul style="list-style-type: none"> • Works collaboratively with partners in Learning Division and other library units to design and implement a commons assessment program using ethnographic and user experience methodologies. • Analyzes and reports quantitative or qualitative data gathered from various sources including library systems, observations, surveys, web analytics, interviews, and focus groups. • Investigates and communicates new methods for data collection, analysis, and documentation for learning spaces assessment. • Communicates and publishes findings, datasets, and reports to library in support of decision-making; reports data and findings to external audiences as appropriate.
% 10	Participate as a leader in the Learning Environments Team <ul style="list-style-type: none"> • Works collaboratively with Learning Environments service point coordinators to strategize effective delivery of services within the learning spaces of the University Libraries. • Contributes progressive, original approaches and ideas for the development and implementation of learning environments at University Libraries. • Collaborates within the Learning division, other University Libraries departments and units, and other campus partners on learning-related activities. • Conducts research and produces scholarship as appropriate.
% 5	Contribute to the mission of the University Libraries <ul style="list-style-type: none"> • Participates in continuing education and professional development opportunities in order to continually professional practice and philosophies. • Maintains current awareness in the library profession and related fields. • Serves actively on appropriate Departmental, Library, University, and professional committees. • Provides quality services in a professional manner with a demonstrated commitment to team efforts, service excellence, and diversity and inclusion. • Performs other duties as assigned.

APPROVALS

Supervisor's
Name: _____ Position Number _____ Signature: _____ Date: _____
#Number

Reviewer's
Name: _____ Position Number _____ Signature: _____ Date: _____