

**POSITION** Academic Resources Specialist  
**APPLY BY** August 1, 2019  
**HIRE DATE** August 19, 2019

**DIVISION** Academic Services  
**REPORTS TO** Academic Services Supervisor  
**CLASSIFICATION** Non-Exempt – B31  
**POSTING DATE** July 18, 2019

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### **SUMMARY**

The Academic Resources Specialist develops, coordinates, and delivers academic resource support, active learning instructional services technology and on-site/online academic resource instructional support. The position will foster active learning, collaboration, and student-centered learning in a technology-enhanced environment. The Academic Resources Specialist is responsible for the management of library and the academic learning resources for students at Southwest Tech. The position will be responsible for supporting patron-centered service and education as it pertains to academic resources, circulation, course reserves, stacks maintenance, and supporting learner-center technology.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE**

- Provide a broad range of academic resource services to support the retention and completion of students enrolled at Southwest Tech
- Responsible for providing individualized academic resource support services that enhances the academic success of Southwest Tech students
- Work one-on-one and in small groups to teach academic resource skill development within various subject areas and/or to students who are considered at-risk
- Utilize knowledge and skills to assess student academic needs in order to design and implement a personalized academic resource support plan that is based on the various needs of each student
- Provide initial and ongoing training to staff and faculty about academic resources development techniques
- Manage library services collection through classification, cataloging, and maintenance of the library's automated system
- Provide passive education of instructional materials including learning objects, guides and tools to enhance learning.
- Deliver library instruction, information literacy and research skills across disciplines in the library or a classroom/learning environment
- Manages the online databases and coordinate collection development and management activities with relevant faculty members
- Identify opportunities for service improvements for Southwest Tech students
- Lead the implementation and optimization of student academic resource development and innovative learning technology to support student learning
- Ensure responsive, effective, and timely services to students
- Coordinate academic resource instructional support, services, and communication to all stakeholders

- Provide daily on-site and online classroom and instructional assistance to faculty, staff and students; and collaborate with campus partners on teaching academic resource support and active learning initiatives
- Collaborate with faculty to provide resources and services to meet student & faculty needs
- Responsible for promotion, acquisition and collaboration of Open Educational Resources (OER)
- Maintain inventory of circulation supplies and library equipment, and requisition items as needed.
- Oversee the daily operations of the library services including but not limited to; annual inventory of library materials, new resources list, processing and circulation of library resources and interlibrary loans, provide ready reference services, including assistance with the library on-line catalog, electronic databases, accessing and navigating Internet websites, and using print and electronic reference sources
- Manage circulation activities to include: create and maintain customer accounts, coordinate and distribute library materials, place financial holds and collect fines/fees, replacement of lost library materials.
- Ensure fiscal responsibility by monitoring and updating the annual library budget
- Contribute to the culture of assessment through collaboration with College Effectiveness in the annual data submission for IPEDS
- Assist students and faculty both in person and online with individual, in-depth research needs
- Oversee all operations of the Chargers Food Cupboard (campus food pantry)
- Handle the student ID process for new Southwest Tech Students
- Serve as a testing liaison for scheduling testing appointments, offering make up tests, and backing up the testing center lead as needed
- Serve in library-wide state committees, represent academic resources on varied work groups throughout campus such as; Closed Captioning and the Book Store Redesign
- Perform other duties as assigned.

## **TRAINING AND EXPERIENCE**

- Bachelor's Degree or an Associate Degree and two years of related library experience or education/higher education experience, or an equivalent combination of related education, training and experience.

## KNOWLEDGE & SKILLS

- Advanced technical experience using OCLC Connexion and automated library systems.
- Demonstrated skill with Microsoft Office Suite at the following levels: intermediate database (Access), intermediate spreadsheet (Excel), and basic (40-50 wpm) word processing skill levels (tests will be administered)
- Student and customer oriented
- Willingness to learn new software programs
- Ability to accurately enter information and apply problem-solving steps
- Good oral and written communication skills and ability to maintain effective working relationships within a collaborative team environment
- Ability to maintain confidentiality of student records
- Deal tactfully and courteously with staff and students
- Ability to manage time well and organize a variety of concurrent activities
- Knowledge of LC cataloging preferred.
- Knowledge of basic technical and public services preferred.

## APPLICATIONS

Internal and External applicants complete and submit the online employment application at [www.swtc.edu/jobsatswtc](http://www.swtc.edu/jobsatswtc)

For questions regarding the application process please email Human Resources at [humanresources@swtc.edu](mailto:humanresources@swtc.edu) or 608.822.2314.

**WAGE BAND: B31 - \$20.75 - \$26.98**

## BENEFITS/SERVICES

Our comprehensive benefit package includes the following and much more:

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|------------------------|--------------------------|--|
| • Health Insurance     | • Health Savings Account | • Wisconsin Retirement System Contribution |
| • Dental Insurance     | • Health Club Access     | • On-campus day care (hourly rate charge)  |
| • Life Insurance       |                          |  |
| • Long-Term Disability |                          |  |

## SELECTION PROCESS

The Review Committee will screen applicants and contact them for an interview. Meeting the minimum qualifications does not assure the candidate an interview. Final candidate's employment offer will be subject to completion of a criminal background check and pre-employment drug screening.

Southwest Tech does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The Equal Opportunity/Affirmative Action Officer has been designated to handle inquiries regarding non-discrimination policies. Call 800-362-3322, Ext. 2315 (TDD: 608-822-2072) or write Southwest Tech, 1800 Bronson Blvd., Fennimore, WI 53809.