TITLE: SUPERVISOR, WIEKAMP EDUCATIONAL RESOURCE COMMONS

DEPARTMENT: LIBRARY

SALARY: $34,000 - $35,000

SUMMARY:

The Wiekamp Educational Resource Commons (WERC) is a K-12 curriculum library, computer and 3D printing lab, and production center serving the School of Education, the Raclin School for the Arts, other IU South Bend departments, and community educators/parents. The Supervisor manages and monitors all aspects of the WERC. This position will also contribute to community outreach programs in the Schurz Library and participate in general library initiatives.

PRIMARY DUTIES AND RESPONSIBILITIES:

- Training, supervising, coaching, evaluating and scheduling staff and student employees.
- Promoting the WERC across campus, on the website, and in the community, particularly with local area schools.
- Overseeing fiscal operations, which includes sale of supplies/printing services, pricing, the hourly budget, inventory, purchasing, reconciliations, foundation accounts, and fines.
- Providing reference, instruction and circulation services as well as assistance with production and lab equipment.
- Building and maintaining the curriculum and juvenile collections, in conjunction with the School of Education faculty.
- Collaborating with the School of Education to develop student learning opportunities and children’s summer programming.
- Creating and maintaining web content and instructional/subject guides.
- Establishing goals and priorities, along with assessing services and collections.
- Preparing reports and maintaining policies and procedures.
- Staying informed of best practices, new trends and innovative technologies.

QUALIFICATIONS:

Required:
- Bachelor’s degree, preferably in education or library science.
- Minimum of one year supervisory and management experience.
- Minimum of one year customer service experience, preferably in a library or educational setting.
- Demonstrated ability to independently set priorities in order to meet deadlines while working with frequent interruptions.
- Proficiency using Microsoft Word, Excel, and PowerPoint.
- Excellent written and oral communication skills.

Preferred:
- School library or teaching experience in K-12.
- Knowledge of K-12 educational materials and children’s literature.
- Demonstrated outreach or marketing experience.
- Skillful in using Adobe Acrobat and Photoshop.
- Familiarity with hands-on learning techniques and technologies, such as Makerspaces and 3D printing.
- Instruction experience.

APPLICATION REQUIREMENTS:

1) To be considered for this position, you must submit a cover letter and resume at time of application.
2) Deadline for application is July 26, 2018. Apply at: https://jobs.iu.edu