

# CENTRAL CHRISTIAN COLLEGE OF KANSAS

## JOB DESCRIPTION: LEARNING CENTER DIRECTOR

Department: Academics  
Direct Supervisor: Chief Academic Officer  
Effective Date: January 1, 2024  
Status: Full-time (12 months), Exempt  
Location: McPherson, KS

### **JOB SUMMARY**

The Learning Center Director is a full-time, 12-month position located on the campus of Central Christian College of Kansas, in McPherson, KS. The Director advances the mission of Central Christian College of Kansas and provides strategic leadership; administrative supervision; day-to-day management of the Academic Center in order to enhance student learning and student success; supervises staff; and leads College-wide efforts associated with digital and information literacy, access, and associated learning center services.

The Briner Academic Center is the heart of learning on campus, supporting and fostering research skills across the curriculum, as well as facilitating information literacy in students. It is an evolving facility designed to integrate educational functions to assist, enhance, and support student learning through: the library, learning commons, the Success Center, and related services, such as educational technology and multimedia.

### **EDUCATION, EXPERIENCE, SKILLS, AND ABILITIES**

- Applicant must hold a master's degree or higher in Information Studies, Information, Librarianship, Library Science, Library and Information Studies, or Master of Science.
- Can express salvation through Christ, affirm that the Bible is God's Word and the standard for faith and living, and align with the vision and mission of the College, its Wesleyan heritage, its Statement of Faith, and its Core Values.
- Proven history of strong, decisive, and collaborative leadership working with faculty, students, staff, administrators, and external stakeholders
- Experience supporting multiple teaching modalities (residential, online, hybrid, etc.)
- The ability to foster a culture of trust, transparency, and collegiality
- Presence of high-level interpersonal skills for communication, consultation, and collaboration
- Experience working with and mentoring and working across diverse groups of faculty, staff and students
- Willingness to work flexible hours and to travel as necessary to meet the responsibilities of the position

### **ESSENTIAL DUTIES**

- Serve in alignment with the mission and values of the College
- Supervise the Student Success Specialist
- Provide vision and dynamic leadership for integrated and innovative library and learning services to enhance and support the curriculum, instruction, and student success
- Perform managerial duties relating to personnel, budgets, and timely staff timesheet approvals

- Direct, administer, and account for expenditures of funds in accordance with budget appropriations and analyze spending trends
- Provide timely and accurate data reports to the College, state and/or federal agencies (e.g., IPEDS) regarding relevant services and operations
- Create, recommend, and revise policy to improve campus constituent service
- Remain attentive to the diverse needs of current and future learners and ensure practices reflect current knowledge and theory concerning teaching, learning, and their application for diverse student populations
- Maintain strong commitment to digital and information literacy instruction into curriculum across all educational programs
- Ensure that the center remains responsive to changing modes of research, study, knowledge acquisition and production, promoting faculty involvement with services
- Collaborate with faculty and staff to establish and update strategic goals, modes of service delivery, staffing patterns, and the integration of technology and print resources with instructional needs
- Collaborate with Information Technology to provide appropriate computer technology, connectivity, and capacity to meet constituent's needs; analyze library technology to assure current hardware/software meet constituent needs; and provide direction for the integration of new technologies into services and operations
- Provide leadership and maintain currency in educational technology with knowledge of instructional applications of digital media, learning management systems, podcasts, and video production for online/hybrid course development, and the design of effective pedagogy for use with learning technology
- Supervise the acquisition, cataloging, weeding, and use of campus library collection within all current digital resources and hardcopy materials. This includes the coordination of all materials including books, journals, electronic databases, multimedia materials, as well as College archives, museum collections, and institutional equipment
- Provide guidance to faculty/staff on issues and trends in librarianship including: copyright compliance, intellectual property rights, digitizing collections, preserving digital archives, and student support methods for distance education coursework
- Provide effective LLC services to campus constituents, including reference services and individual instruction for patrons
- Ensure the Center is staffed for evening and weekend coverage
- Oversee and evaluate assigned staff
- Represent the Center at regular meetings of the faculty, various committees, and library organizations

## **SPECIAL CONDITIONS**

**Notice of Non-Discrimination:** Central Christian College of Kansas recognizes the benefits of maintaining a diverse faculty and staff who can provide a wide spectrum of perspectives and experiences representing the creativity of a loving and innovative God. Central Christian College of Kansas reviews all applications and hires individuals based on their qualifications for the position. The College does not discriminate on the basis of race, color, national origin, sex, age, disability, political affiliation, marital status, parental status, or military or veteran status. As a Christian college, affiliated with the Free Methodist Church of North America, Central Christian College of Kansas asserts its right to employ persons who subscribe to the intent, mission, Statement of Faith, and Core Values of the College, as well as the lifestyle expectations articulated in the Free Methodist Book of Discipline (Para. 3000-3430; 2011).

**At Will:** Unless exempt due to an employment contract signed by the President of the College, all employees of Central Christian College of Kansas are considered as an “at-will” employee.

**Title IX, VAWA, Clery, and SAVE ACT:** All employees of Central Christian College of Kansas are considered to be “responsible employees” pertaining to Title IX regulations concerning both the prevention and reporting of sexual assault or harassment situations. As such, all employees must communicate with the Title IX Coordinator if they witness or hear about a sexual assault or harassment situation.

**Background Check:** All “offers of employment” are subject to a criminal background check prior to employment