

## JOB DESCRIPTION

**TITLE:** Dean of the Learning Resources and Distance Education

**SUPERVISOR:** Vice President of Academic Affairs

**JOB OBJECTIVES:** Responsible for the supervision of the policies, procedures, materials, equipment, furnishings, and personnel of the Library, Learning Center, Testing Center, Instructional Resources Center, and Distance Education..

### ESSENTIAL JOB FUNCTIONS:

- A. Review and revise as necessary the mission of the Learning Resources Center, including those of its component parts: Library, Learning Center, Testing Center, Instructional Resources Center, and Distance Education.
- B. Plan for the most effective and efficient utilization of resources for the areas included in the LRC.
- C. Evaluate all aspects of the operations and Distance Education.
- D. Regularly review, evaluate, and revise as necessary LRC and Distance Education policies and procedures.
- E. Regularly evaluate LRC and Distance Education personnel and report those evaluations as required.
- F. Keep aware of new developments in academic libraries, learning centers, testing centers, and instructional resource centers.
- G. Serve as a liaison among distance education, the academic departments, and off-campus sites.
- H. Serve as the administrator for NS Online.
- I. Keep the College aware of new materials and services in the LRC and Distance Education..
- J. Provide for effective communications within and among the units of the LRC.
- K. Meet regularly with the Vice President of Academic Affairs and the Academic Deans to ensure maximum effectiveness of the LRC and Distance Education to Instructional programs.
- L. Provide external and internal reports as required and necessary.
- M. Encourage, support, and provide guidance for new initiatives proposed by LRC personnel.
- N. Encourage and support professional development activities for all LRC and Distance Education personnel.
- O. Work as a team member to support the mission of the LRC, Distance Education, and the College.
- P. Provide meaningful on-campus professional development activities to faculty and staff.
- Q. Participate in professional development activities.
- R. Serve on special committees as assigned.
- S. Become familiar with and comply with applicable provisions in the *Faculty and Staff Handbook*.
- T. Maintain a neat and orderly work area.
- U. Perform any other duties assigned or necessary for effective service.

### MINIMUM JOB STANDARDS:

- A. Master's degree in a related area.
- B. Three years of appropriate experience

**JOB LOCATION:** The primary job location is the college's main campus. Occasional travel throughout the service area may be required.

**EQUIPMENT:** Use of standard office equipment and computers is required.

**CRITICAL SKILLS/EXPERTISE:**

- Knowledge of materials necessary for learning in a library/learning center situation.
- Knowledge of management.
- Ability to work with team members within the LRC and with faculty and staff across campus.
- Ability to communicate clearly and effectively.
- Ability to give and accept supervision.

**NON-ESSENTIAL FUNCTIONS:** Be able to perform all tasks in the absence of those normally responsible for them.

**SALARY:**

**EMPLOYMENT DOCUMENTS:** Current Federal law requires identification and eligibility verification prior to employment. Only U.S. citizens and aliens authorized to work in the United States may be employed

**APPLY TO:** Human Resources  
Nashville State Technical Community College  
120 White Bridge Road  
Nashville, TN 37209

*Nashville State is an EEO/AA/Title VI/Title IX/Section 504/ADA/ADEA Employer*