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 in 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