



## Classification Description

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**Job Title:** Assistant Vice President, Library Services

**Pay Grade:** Administrator

**Job Code:** 4081

**FLSA Status:** Exempt

### **Job Purpose**

The Assistant Vice President of Library Services provides leadership in the planning, direction, and evaluation for all library and college-based tutoring services. In conjunction with the Office of the Vice President of Academic Affairs, the Assistant Vice President is accountable for the quality of services, collections, and facilities at all FSW Library locations, and for building high quality, innovative instruction programs and services that support the teaching, learning, and research of the College. This position provides oversight of the FSW Tutoring Centers and the associated staffing and budgets. The Assistant Vice President is responsible for the efficient and effective operation of the Libraries via the administration of faculty and staff and the management of student issues and concerns. This is an administrator on annual contract position and reports directly to the Associate Vice President for Academic Affairs.

### **General Responsibilities**

#### **Essential Functions**

Provides vision, leadership, and direction to faculty and staff in the development and delivery of all library services, including research, tutoring, and the Embedded Librarian Program across all FSW Library locations.

Analyzes and uses data to improve services and make recommendations to the Office of the Vice President for Academic Affairs.

Supervises faculty and staff including assignment of responsibilities, performance reviews and credential verification.

Responsible for the assignment of Librarians embedded in the various sections of the Capstone course, IDS 2891.

Manages the Library Services' budget (to include College Tutoring Centers) and ensures the library provides adequate and appropriate library/information and tutoring resources services, in support of the mission of the College.

Promotes collaboration and coordination with faculty chairs and academic deans to ensure the seamless integration of classroom and tutoring activities.

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Collaborates with Testing and Assessment Services to provide appropriate remediation support for the College's placement test, such as Accuplacer.

Partners with FSW personnel including advisors, residential staff, athletic coaches, faculty, and adaptive services to research, develop, and implement effective tutoring strategies for identified student cohorts

Collaborates with academic deans and SLS 1515 faculty to promote course SLO's and development of strategies to encourage utilization of tutoring programs

Collaborates and coordinates with Team AASPIRE in the annual collection of user data to maintain a high standard of service

Oversees the day to day operations of tutoring to ensure coordination and integration of remote, online and on-campus tutoring services

Develops and implements policies and procedures that ensure quality tutoring services for on-campus, online and remote learners

Develops and oversees a robust Peer Tutoring program providing student led instruction in a variety of courses

Works with the Department Chair, Tutoring Center Coordinators, and Access Services Coordinators in screening and hiring of new full-time faculty and staff.

Ensures timely submission of unit plans and assessment results in keeping with the goals and objectives of the Division, the College, and accreditation standards. Collaborates with the Office of the Vice President of Academic Affairs to prepare accreditation reports.

Provides daily operational management/support for all FSW library locations, supervising staff and faculty.

Is active in local, state, regional and national organizations, as appropriate.

Collaborates with other libraries in the Florida College and University Systems and serves as the College representative on the Members Council for the Florida Virtual Library (FLVC).

Some travel is required.

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job-related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can perform the essential functions of this job with or without reasonable accommodation.

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### **Knowledge, Skills and Abilities**

#### **Minimum Qualifications**

Master's degree in Library Science or related field from a regionally accredited institution of higher education. Doctorate in higher education administration or related field preferred.

Five (5) years of successful full-time equivalent teaching and/or administrative professional work experience in higher education. Experience overseeing an academic library and tutoring centers is preferred.

Knowledge of Library Management Systems (LMS).

Ability to direct the activities of full- and part-time faculty and staff in the academic unit.

Experience managing a large budget.

Knowledge of enrollment management practices including assessment of student success.

Ability to critically analyze student data and develop short- and long-range plans based on the goals of the College.

Ability to independently travel to all FSW campuses in Lee, Charlotte, Collier and Hendry counties and other locations for College business.

Demonstrated experience using a personal computer, office software such as MS Office, and electronic mail.

Demonstrated ability to:

- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.
- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Possess a working knowledge of operational and fiscal analysis techniques.
- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.
- Anticipate, investigate, and analyze problems and address them proactively.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work in a fast-paced, demanding environment.
- Work independently and follow through on assignments.
- Exhibit solid organizational skills and be detail oriented.
- Work with a variety of constituencies and be willing to contribute to a team effort.
- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.
- Work effectively with all constituencies of the College.

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- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and be effective working with diverse populations.

### **Critical Skills/Expertise**

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

### **Work Conditions/Physical Demands/Special Conditions**

Physical: Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 20 or more pounds. The position requires travel to all FSW libraries in the service area.

Environmental: Normal general office.

Mental: Routinely requires the ability to interpret, analyze and perform critical thinking skills.

Approved: July 26, 2023.