



Classification Description

Job Title: Library Services Coordinator-Collier

Pay Grade: 113

Job Code: 4336

FLSA Status: Exempt

Job Purpose

This is a supervisory position responsible for the coordination and leadership of the delivery of Library and Tutoring services for the Collier Campus. In collaboration with the Assistant Vice President (AVP) for Library Services this position will oversee the campus Library and Tutor Center operations, and provide direct assistance to students, as needed. This position reports directly to the AVP for Library Services.

General Responsibilities

Essential Functions

Coordinates and provides leadership to FSW's Collier campus Library and Tutoring Center.

Provides tutoring in math or writing, as needed.

Provides Information Literacy Sessions (Research Instruction) to Collier Campus courses.

Provides research assistance to students, faculty and staff, as needed.

Provides support for Collier campus IDS 2891 Capstone sections.

Provides performance review feedback to staff, as needed.

In collaboration with the Coordinator of Peer Tutoring coordinates day to day delivery and oversight of the peer tutoring for the Collier campus.

Ensures Tutor Center-based Instructional Associates and Peer Tutors are providing consistent, accurate, and effective discipline-related content for tutoring instruction, for staff professional development training activities, and for workshop development and presentations.

Ensures library instructional and research assistance is provided promptly and effectively.

Recruits, trains, schedules, supervises, and provides feedback on performance to assigned staff members.

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Collaborates with the AVP to establish and monitor area/unit goals for Library and Tutor Center programs.

Implements and assesses professional development activities for staff within a designated content area, such as math, writing, or oral communication.

Collaborates with the Integrated Library Systems Administrator to ensure Library staff are up-to-date in the workings of all Library computer systems and applications.

Collaborates with AVP to serve as liaison to campus faculty to ensure the seamless integration of classroom and library services activities. This includes, but is not limited to, keeping apprised of curriculum and course changes for the purpose of planning and implementing support for students in content areas.

Ensures that the collection of student-related data and the preparation and submission of required reports are completed accurately and timely.

Monitors and makes recommendations to the AVP for FSW's tutoring and library web presence, digital signage, hardware, and software, which supplement student learning/information and archive the collected data.

Analyzes student data from designated center to identify trends and make recommendations accordingly to the AVP or Assistant Director for Library Services.

Plans and conducts regular meetings with staff members.

Reviews staffing plans and monitors staff performance for the designated Library and tutorial service area in collaboration with the AVP and Senior Coordinator(s).

Approves timesheets for hourly personnel, as needed, ensuring time is accurately documented.

Participates in ongoing professional development and stays informed of new and best practices.

Serves on College/campus committees, as directed.

Occasional travel to other campus locations may be required.

Performs other duties as assigned.

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 of Library Science from an ALA-accredited institution; Bachelor's degree from a regionally accredited institution of higher education in English, mathematics, or related field.

One (1) year of full-time, professional work experience in a related position in an educational setting. An appropriate combination of education and experience may be substituted.

One (1) year of full-time experience providing supervision and management in an academic setting as part of prior professional responsibilities.

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.
- Make presentations in front of various group sizes.
- 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.
- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and be effective working with diverse populations.

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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.

Environmental: Normal general office.

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

Approved: July 17, 2025.