| **Position Number:** | 00006031 |
| --- | --- |
| **Working Title:** | Associate Dean, Student and Faculty Engagement |
| **Classification Title:** | Administrator III |
| **Job Code/Grade:** | 3306/1 |
| **Department ID/Name:** | 1015/University Library |
| **Appropriate Administrator Title/Position Number:** | Dean of University Library/00000004 |
| **Work Lead or Department Chair Title/Position Number:** | N/A |
| **Employee Name (once filled):** |  |
| **Employee 9-digit ID (once filled):** |  |

## POSITION PURPOSE

| As a core member of the San José State University Dr. Martin Luther King, Jr. Library Leadership Council, and reporting directly to the Dean, the Associate Dean (AD) for Student and Faculty Engagement plays a crucial role in enhancing the success of students and faculty at SJSU.  The AD is a dynamic and collaborative leader who is as comfortable in conversation with stakeholders as they are with examining data to gain insights, and then turning those insights into action. With a strong background in designing and delivering scholarly-focused library services, the AD is a passionate advocate for the diverse scholarly community at SJSU.  The AD is a highly skilled communicator and relationship builder and works closely with their direct reports, including the Library Marketing Team, and partners with colleagues across the library, the university, and institutions such as the San José Public Library. They foster an inclusive and collaborative environment where creativity thrives, feedback is encouraged, and partnerships are forged to amplify the impact of library services.  Dedicated to continuous improvement, the AD is able to look at library services, spaces, and collections and recognize the SJSU Library’s current strengths while identifying opportunities for improvement. They understand the complex interaction of technology with user experience, and stay current in emerging trends in libraries to deliver and design outstanding and engaging library services.  Furthermore, the AD coordinates the library’s Research, Scholarly and Creative Activity (RSCA) to provide support, mentorship and guidance to library faculty and staff throughout the research life cycle. They provide expertise across the granting and research process and proactively identify research or other grant opportunities to support the efforts of the library. The AD fosters a culture of scholarly inquiry within the library and represents the library to the campus research community by serving on committees such as the RSCA Advisory Council.  This position significantly contributes to the University Library’s commitment to integrating anti-racism practices into library services and operations. The AD supports strategic initiatives aligned with the library’s core values of equity, diversity, and inclusion, ensuring that these principles are woven into every aspect of their work. |
| --- |

## TYPE OF SUPERVISION RECEIVED *(Select one and enter the number below)*

1. Direct Supervision: Work is performed according to detailed instructions and the supervision is available on short notice. The methods of work are well established and outlined. (Typical supervision for entry level, non-exempt positions)
2. General Supervision: Objectives are set for position, but incumbent works independently referring to policies, practices and procedures. (Typical supervision for mid-level exempt or non-exempt positions)
3. Limited Supervision: Incumbent proceeds on own initiative while complying with policies, practices and procedures described by the Supervisor. Incumbent seldom refers matters to supervisor except for clarification of policy. (Typical supervision for professional or advanced-level exempt positions)
4. General Direction: Incumbent has broad responsibility for planning, organizing and prioritizing work. Active control by the manager is only exercised on longer term goals and policy issues. (Typical supervision for middle managers and high level professionals)
5. Administrative Direction: Management decisions are comprehensive and the work function is broad. (Reserved for Administrator IV positions)

| **4** | **General Direction** |
| --- | --- |

## ESSENTIAL FUNCTIONS

| **Essential Functions and Associated Tasks** | **% of Time Annually** |
| --- | --- |
| **Student and Faculty Engagement**   * Provides leadership for and manages services and programs across the university library with a focus on increasing student and faculty engagement. * Coordinates library workflows and activities to ensure seamless operations, delivering high-quality services to faculty, staff, students and community members. * Provides leadership and drives innovation in the delivery of Research & Reference Services and Information Literacy & Assessment. * Evaluates resources and services utilizing various assessment techniques, enhancing or modifying existing offerings based on findings. * Partners with colleagues in Acquisitions and Resource Management and the Research and Scholarship group to promote engagement with SJSU library’s collections and materials. * Actively communicates with faculty, staff, students, and community members, soliciting feedback to continually improve services. * Prepares regular progress reports and informs Dean and library employees of project statuses. * Develops, communicates, and maintains guidelines and procedures to support the library’s functions. * Develops, cultivates and supports partnerships and ties with various constituencies including the University and its colleges, the University Library Board, the San José Public Library, and the community of the City of San José to achieve excellence in the Library’s instructional, service and research mission. | 40% |
| **Leadership and Collaboration**   * Leads, guides and inspires the Library Marketing Team (LMT) to create captivating online and print campaigns that showcase and elevate the library's services and talented team members. * Collaborates with the Africana, Asian American, Chicano and Native American (AAACNA) Studies Center Director to develop exhibits,services and programs that reflect the diverse cultural heritage of the San José community. * Directs the User Engagement & Insights Librarian in impactful research projects to gain a deeper understanding of how the library can better serve SJSU’s scholarly community. | 25% |
| **RSCA**   * Plays a pivotal role in supporting and mentoring library faculty and staff throughout the research life-cycle. * Proactively identifies grant and research opportunities, empowering librarians and staff to pursue innovative projects and fostering a vibrant culture of scholarly inquiry within the library. * Represents the library on the RSCA Advisory Council, organized by the Vice President for Research and Innovation, to help shape the future of research and scholarship at SJSU. | 25% |
| **Service**   * Serve on library, university, division and departmental committees to participate in shared governance and relationship building, and to expand professional development, as assigned. | 10% |

The incumbent is considered a mandated reporter under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment. Incumbent is also required to promptly report any knowledge of a possible Title IX related incident to the Title IX Office.

Percentages are used to classify the position. Actual amount of time spent on each Essential Function may vary based on department cycles and priorities. Other duties may be assigned by the Appropriate Administrator.

## KNOWLEDGE, SKILLS and ABILITIES

| Knowledge, Skills and Abilities required to perform the Essential Functions in Section C |
| --- |
| * Demonstrated effectiveness as a change and continuous improvement leader and as a collaborative and flexible manager, preferably with experience in a collective bargaining environment * Strong track record of building and sustaining impactful partnerships and collaborations across academic and/or community organizations * Experience with defining problems, collecting data, analyzing findings, and turning these insights into actionable strategies * Knowledge of AI and other emerging technologies, along with evolved thoughts of its impact on libraries and research * Commitment to successfully collaborate across organizational boundaries and work with teams across the library * Excellent communication skills, including communicating with empathy and clarity * Knowledge of innovation frameworks, and experience leading library initiatives to fruition * A track record of scholarship, including research, publication and experience in seeking out grant funded opportunities |

## CASH HANDLING

| Does this position handle cash? |
| --- |
| No |

## NON-STUDENT POSITIONS MANAGED/LED BY INCUMBENT (if applicable)

| **Position Number** | **Classification/Working Title (to insert additional rows, click Tab in the last row)** |
| --- | --- |
| 00002497 | Admin/Analyst Specialist II/Project & Communication Analyst |
| 00000687 | Admin/Analyst Specialist I/Communication & Events Coordinator |

## PHYSICAL DEMANDS and WORK ENVIRONMENT (include alternate work schedule when applicable)

| Describe the physical demands required of this position (e.g. lifting, sitting, standing) and the work environment (e.g. typical office environment, moderate noise level). If this position will work an alternate schedule (not M-F, nights, weekends) please include details. |
| --- |
| The position works in a typical library or office environment. |

## QUALIFICATIONS

| **Minimum Qualifications**  (for non-MPP positions, UP will complete this section) | **Preferred Qualifications**  (used for recruitment purposes only) |
| --- | --- |
| **Education**: Master’s Degree in library science or equivalent from an American Library Association accredited program. | **Education**: Masters, PhD or Doctorate in a relevant field. |
| **Experience**:   * 3 years of administrative experience within an academic library. * Supervising professional/faculty ranked librarians * Record of scholarly, professional or creative achievement in the field of library science or higher education. * Partnership development with external organizations, the community, and campus. * Working as part of a diverse team. | **Experience**:   * 3+ years of progressively responsible administrative experience within a university library. * Direct supervision of professional librarians in the delivery of research services and collection management * Experience using multiple research methodologies and their application in the assessment of library resources and services. |

## SIGNATURES (Enter names only; Signatures will be obtained when UP finalizes position description)

| EmployeeName/Signature: |  | Date Signed: |  |
| --- | --- | --- | --- |
| Appropriate Administrator Name/Signature: | Michael Meth | Date Signed: |  |
| University Personnel Name/Signature: | Tony Garcia | Date Signed: |  |

# This form to be filled in only if this is a new position or if the JHA needs to be revised on a current position.

# [Things to consider when filling out this JHA form.](https://www.sjsu.edu/up/docs/job-hazard-analysis-considerations.pdf)

| **Job Title** | | | | | | | | | | | | | | | | | | | | | | | | | | | **Job Code** | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
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| **Department** | | | | | | | | | | | | | | | | | | | | | **Supervisor** | | | | | | | |
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| **Date** | | | | | | | | | | | | | | | | | | | | | **New JHA** | | | | | | **Revised JHA** | |
|  | | | | | | | | | | | | | | | | | | | | |  | | | | | |  | |
| **Location where tasks are performed:** | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Main Campus | | | | | ☐ | | South Campus | | | | | | | | ☐ | Buildings: | |  | | | | | | | | | | |
| **Analysis Performed by** | | | | | | | | | | | | | | | | | **Reviewed by** | | | | | | | | | | **Date** | |
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|  | | **Tasks** (list one task per row) | | | | | | | | | | | | **Tools/Equipment Used** | | | | | | | | **Hazards** | | | | | **Controls** | |
| 1. | |  | | | | | | | | | | | |  | | | | | | | |  | | | | |  | |
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| **Check all hazards associated with job code:** | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ☐ | | Chemical | | | | | | | ☐ | | Hazardous materials (lead, asbestos, etc.) | | | | | | | | | | | | ☐ | | Radiological (ionizing) | | | |
| ☐ | | Confined space | | | | | | | ☐ | | Hoisting | | | | | | | | | | | | ☐ | | Radiological (non-ionizing) | | | |
| ☐ | | Fire | | | | | | | ☐ | | Hot work (spark generating) | | | | | | | | | | | | ☐ | | Heat illness/temp extremes | | | |
| ☐ | | Elevated work | | | | | | | ☐ | | Material handling/lifting | | | | | | | | | | | | ☐ | | Covid-19 | | | |
| ☐ | | Ergonomics (office) | | | | | | | ☐ | | Elevated noise > 85dB | | | | | | | | | | | | ☐ | | Biohazard | | | |
| ☐ | | Driving (carts) | | | | | | | ☐ | | Hazardous atmospheres | | | | | | | | | | | | ☐ | | Other: |  | | |
| ☐ | | Slips, trips, falls | | | | | | | ☐ | | Arc flash | | | | | | | | | | | | ☐ | | Other: |  | | |
| ☐ | | Stored energy LOTO | | | | | | | ☐ | | Mobile industrial vehicle | | | | | | | | | | | | ☐ | | Other: |  | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Personal Protective Equipment Associated with Job Code** | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Are there minimum requirements for working in the affected area(s)? | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | No | |  | | Yes | | | | (if yes, check all that apply) | | | | | | | | | | | | | | | | |
| ☐ | | | Eye protection | | | | | | | ☐ | | | Steel toed boots | | | | | | ☐ | Chemical resistant gloves | | | | | | | | |
| ☐ | | | Face shield | | | | | | | ☐ | | | Leather gloves | | | | | | ☐ | Face mask (COVID-19) | | | | | | | | |
| ☐ | | | Fall protection | | | | | | | ☐ | | | Hard hat | | | | | | ☐ | Other: | | | |  | | | | |
| ☐ | | | Welding shields | | | | | | | ☐ | | | Hearing protection | | | | | | ☐ | Other: | | | |  | | | | |
| ☐ | | | Reflective vest | | | | | | | ☐ | | | Arc rated clothing | | | | | | ☐ | Other: | | | |  | | | | |
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| **Training Assigned:** | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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|  | Additional training needed? | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
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