

**Learning Commons Director
(Babson Park, Florida campus)**

Webber International University has an immediate opening for a Learning Commons Director for its Babson Park, Florida campus.

About the University

Established in 1927 by Roger Babson as the first college chartered under Florida's then new charitable and educational laws, and one of the first schools of business for women in the nation, Webber International University now educates men and women from over 50 different nations. Degrees are offered at the associate's, bachelor's, and master's level through traditional day and entirely on-line formats. Joining Webber as a branch campus in 2011, St. Andrews University (Laurinburg, NC) is a comprehensive liberal arts school its roots back to 1896. The University features highly qualified faculty, highly engaged staff, small class size, and a wide array of intercollegiate sports and other extracurricular activities. The University has been recognized as a US News and World Reports Best Regional Colleges: South, a Princeton Review Best Southeastern College, and has earned Petersons' top marks for academics, value and community. The University is accredited by the Southern Association of Colleges and Schools Commission on Colleges, and numerous programs have earned additional programmatic accreditations.

Consistent with our mission of educating the leaders of tomorrow, Webber International University is an equal opportunity employer.

About the Campus

Located on the shore of Crooked Lake in Babson Park, Florida, the campus is just south of Lake Wales and is about an hour's drive from Tampa or Orlando. We are the outskirts of the Lakeland/Winter Haven MSA.

The Babson Park campus serves mainly traditional students many of whom live on campus and most of whom play a sport. Most students on the Babson Park campus study business, but there is rapid growth in our health related areas of study.

About the Position

Serving as the primary student point of contact for learning support services and coordinating with faculty, coaches and administration, the Learning Commons Director plays a key role in student success.

Webber's innovative Learning Commons combines four separate yet interrelated student success functions – Tutoring Center, Writing Center, Computer Lab, and Library Services – under one roof. Reinforcing the critical nature of this position to student success, the Director is appointed at Faculty Rank and reports directly to the President.

This position supervises a full-time professional employee and several part-time student tutors. This is a student-facing position and the Director will often be personally involved – through tutoring, planning, and counseling – in helping students to achieve successful outcomes.

This is an on-site (located in a brand new facility co-located with a Starbucks branded coffee shop) student-facing position. The Director will be expected to coordinate his or her schedule with the Assistant Director to maximize the time that a professional is available to work with students and provide direct coverage of the Learning Commons facility and its resources.

Major Job Responsibilities

- Ensure that at all times the Learning Commons provide, consistent with SACSCOC Core Requirement 11.1, adequate library, learning, and information resources, services, and support to accomplish our mission.
- Ensure that personally or in conjunction with other full-time professional staff that, consistent with SACSCOC Comprehensive Standard 11.2, there are an adequate number of professional staff with appropriate education and experience in library and other learning information resources to accomplish our mission.
- Ensure that at all times the Learning commons provide, consistent with SACSCOC Core Requirement 12.2, appropriate academic and student support programs, services, and activities to accomplish our mission.
- Ensure that personally or in conjunction with other professional and student staff that the Learning Commons provide an adequate number of academic and student support services staff with appropriate education and experience in appropriate areas to accomplish our mission.

Frequently Performed Job Duties (by way of illustration and not limitation)

- Personally assist students in achieving their academic goals through
 - Tutoring
 - Academic Planning
 - Counseling
 - Research Assistance
- Supervise Learning Commons Assistant and student employees – assign tasks and collaborate on initiatives
- Maintain assessment plans and updates for SACSCOC reporting
- Facilitate Campus Retention Initiatives
 - Seek input from all support departments (Retention Summit, Staff Meetings, Email)
 - Actively engage in all facets of campus retention initiatives
- Meet weekly with Academic Dean, Registrar and Academic Advising director. Report on Learning Commons initiatives and/or concerns.
- Attend monthly Faculty meetings – promote Learning Commons Services and seek feedback
- Liaise with Academic departments to determine needs for information literacy training, workshops, increased access to research databases

- Review attendance reports to determine students at risk:
 - Missing several consecutive class sessions
 - Last date of attendance in class exceeds 13 days and absences are not excused.
 - Convene campus retention committee as needed throughout the semester to discuss at-risk students and task follow-ups.
- Monitor grade reports (weeks 4, 8, and 12). Determine students who need outreach and advising.
- Monitor academic progress for students on Probation or Warning status. Develop and track action plans.
- Provide academic consultations:
 - Identifying learning styles
 - Developing time management strategies
 - Developing study and test taking strategies
 - Matching students with a tutor as needed
- Develop initiatives to increase use and access of Learning Commons resources

Minimum Qualifications

- Bachelor's degree from a college or university accredited by a recognized accreditor.
- At least three years of experience, and proven success, in college or university student-facing academic position.
- Creativity, results-orientation, initiative, and willingness to learn.
- Demonstrated leadership skills and ability to motivate others and work well with colleagues.
- Intermediate – with the ability to rapidly acquire expert – skills in on-line library research to support baccalaureate and graduate level student projects.
- Excellent written and verbal communication skills with experience developing successful marketing materials. Exceptional command of grammar and other elements of standard written English is a non-negotiable.
- Excellent organization skills; detail orientation with strong follow-through and the ability to meet tight deadlines.
- Computer proficiency, including list/database management.
- Ability to work sometimes long and/or irregular hours, including occasional nights, weekends, and holidays.
- Ability to pass a stringent background check.

Strongly Desired Qualifications

- Advanced degree from a college or university accredited by a recognized accreditor.
- Experience in curating learning resources, especially on-line research databases.
- Experience managing a student workforce.
- Experience in proofreading, especially academic work.

Compensation and Benefits

Our pay is similar to other small, not-for-profit, tuition driven colleges and universities. In addition we offer an array of benefits such as highly subsidized health and dental insurance, tuition remission for eligible employees and benefits, partially matched 403(b) retirement savings plan, among others.

To Apply

For immediate consideration, send a cover letter, resume, and three professional references by email *in a single PDF* (*we will not open other formats*) to WadeHK@webber.edu with “Director of Learning Commons” as the subject line. *No phone calls, please.* We neither pay recruiting or placement firms nor do we wish to be contacted about advertising opportunities.