



## Executive Director of the Learning Commons and Student Success

*Are you passionate about student success and innovation? Arizona Western College is seeking an innovative and student-centered professional to help transform library and student support services into a dynamic 21st-century Learning Commons focused on access, digital literacy, and student success. If you are looking to help shape the future of higher education and student support, we would love to hear from you.*

### **Salary:**

\$71,700– \$76,002 per year, depending on experience.

### **Summary of Function:**

The position serves as a strategic leader for the Library and Student Success Center, focusing on the integration of innovative technology and academic support to serve Arizona Western College's diverse student population. The Executive Director is responsible for seamless resource access and "point-of-need" support, while creating collaborative learning environments. Additionally, the role champions digital literacy and textbook affordability by leading the adoption of Open Educational Resources (OER) and adaptive technologies, all while aligning library and student success initiatives with the college's mission of workforce readiness and university transfer.

### **Typical Duties:**

- Serves Students. Collaborates with the Director of Student Success Center and librarians to create collaborative learning environments and develop strategic initiatives on the learning resources and technology to serve the unique population of non-traditional, dual-enrolled, first-generation, multicultural, distant, online, and cross-institutional students.
- Maintains library and student success trends by transforming the facilities into a 21st-century Learning Commons. Uses AI-driven analysis and the implementation of adaptive technologies to integrate digital literacy, success coaching, and workforce-aligned environments to enhance student outcomes. Streamlines workflows and ensures seamless resource access for faculty and students. Fosters a culture of professional development that aligns staff expertise with emerging technological and pedagogical shifts.
- Oversees budget allocations for the Library and Student Success Center. Plans for future growth, innovation, and resources based on needs analysis and use projections.
- Manages current relationships with the AWC campus and satellite population, community members, intergovernmental parties, and partnership institutions. Encourages the evolution of the existing partnership between AWC, NAU-Yuma, other four-year institutional partners, and organizations. Represents the college in relevant professional associations and consortia as appropriate.
- Communicates with administrative contacts and participates in campus committees to align strategic initiatives with the College's mission. Utilizes data analytics to track resource usage, student outcomes, and drive data-informed student success by integrating library and student support services. Aligns Learning Commons initiatives with institutional KPI's.
- Works with the Director of Student Success Center to promote integrated library and student support resources to faculty to enable seamless "point-of-need" student support and into the Learning Management System (LMS). Focuses on the College's mission to support students' academic transfer to university partners and to further develop students' workforce and career readiness. Collaborates with NAU-Yuma to ensure library research instruction and information literacy offerings align with inter-institutional goals.
- Supports the management of the adoption of Open Educational Resources (OER) to reduce student costs and ensure equitable access to course materials. Continues work on creating initiatives involving OER, open access, and library resources to improve accessibility of course materials to students and faculty. Works with campus and state OER networks to advance textbook affordability measures.
- Support and participate in strategic planning initiatives and performs other duties as assigned.

### **Required Qualifications:**

- Master of Library Science, Master of Information Science, or closely related field or discipline from an ALA-accredited institution

- Five years of library experience in a setting including supervisory and budgetary experience

### **Preferred, Not Required**

- Additional education, training, and/or experience in educational leadership or instructional technology, as relevant to the position
- Additional language proficiencies, including English/Spanish, as relevant to the position

### **Additional Eligibility Requirements:**

- Arizona Driver's License or Equivalent

### **Classification:**

- Exempt

### **Position Type & Work Schedule:**

- Full-time, 12-month position
- 38 hours per week
- Monday-Thursday, 7:00 am-5:00 pm
- Work flexible schedule to meet the program, department, and/or institutional needs, which may include Fridays, nights, and/or weekends

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

- Knowledge of and ability to interpret, apply, and follow college policies and procedures
- Knowledge of or ability to maintain organizational structure, workflow, and operating procedures
- Knowledge of supervisory principles, practices, and techniques
- Knowledge of student success technologies, student information systems, and CRM platforms
- Knowledge of instructional technologies and virtual learning environments
- Knowledge of library systems, cataloging processes, and metadata standards
- Knowledge of Learning Commons models and integrated student support services in higher education
- Knowledge of data analytics and performance metrics used to assess student success and institutional effectiveness
- Knowledge of emerging technologies, including AI and adaptive learning tools, in academic and library environments
- Knowledge of Open Educational Resources (OER) and textbook affordability strategies
- Skill in current technologies and word processing, database, presentation, and spreadsheet software, specifically Microsoft Office applications, Windows, college system platforms, software, and applications especially those specific to the department operations
- Skill and ability to be self-directed and to manage one's own time
- Skill in analyzing and interpreting data to inform strategic planning and improve student outcomes
- Skill in developing and implementing cross-functional initiatives that integrate academic, library, and student support services
- Skill in budget planning, resource allocation, and fiscal oversight
- Skill in building and sustaining partnerships with educational institutions, community organizations, and external stakeholders
- Ability to complete all departmental and/or institutional mandatory training or development
- Ability to organize, prioritize, follow multiple projects and tasks through to completion, with close attention to detail
- Ability to work independently and contribute to a collaborative team environment
- Ability to provide assistance in a professional and supportive manner
- Ability to communicate effectively, verbally, in writing, and in a public setting, and to relate to others in a professional manner
- Ability to maintain confidentiality of protected information and follow FERPA and privacy guidelines
- Ability to supervise and schedule the work of others
- Ability to adapt to a dynamic workload and demands
- Ability to adapt and maintain professional composure in emergent situations

- Ability to demonstrate integrity, professionalism, and civility in all job-related actions
- Ability to analyze problems, identify solutions, and take appropriate actions to resolve problems using independent judgment and decision-making processes
- Ability to anticipate operational needs and proactively address issues
- Ability to lead strategic planning and innovation initiatives aligned with institutional goals and student success priorities
- Ability to integrate technology, services, and spaces into a cohesive, student-centered learning environment
- Ability to evaluate programs, services, and resources using data to drive continuous improvement
- Ability to influence and align stakeholders across departments and partner institutions toward shared outcomes
- Ability to establish and maintain positive, effective, and collaborative relationships with individuals at all levels of the organization, students, and the public

**Work Environment:**

- Inside office environment with normal noise and lighting levels
- Work is performed in an open office environment with staff, student, and community contact and interruptions

**Physical Demands:**

- Prolonged periods sitting at a desk and working on a computer
- May lift, carry, push, and/or pull, at times a minimum of 10 pounds
- Occasionally stoop, bend, kneel, crouch, reach, and/or twist
- Safely and appropriately operate golf carts or district vehicles

**Travel:**

- Required to travel to other locations using various modes of private, commercial, or fleet transportation, and as needed to support program, department, and institutional needs

**Note:**

- Location: Yuma Campus
- Benefits Eligible

**APPLICATION PROCEDURE:**

The following materials must be uploaded at the time of application. Any materials submitted via e-mail, fax, or mail will not be accepted. Applications missing any of the below requirements will be considered incomplete and will not be reviewed.

1. Completed Application
2. Resume (no more than 3 pages)
3. Cover Letter
4. Unofficial Transcripts

**ADDITIONAL DETAILS:**

- The statements in this posting describe the general nature, level, and type of work performed by the individual(s) assigned to this classification and are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified.
- The institution and its designated representatives reserve the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice

**ADDRESS INQUIRIES TO:**

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Human Resources

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