JOB DESCRIPTION

Position Title	Coordinator – Information Commons
Department	Library and Information Commons
Reporting To	Senior Associate, Library and Education Programs
Type of Position	Regular - Full Time

POSITION DESCRIPTION

The position invites creative individuals to support learning in the information commons and makerspace. The coordinator will engage students, staff and faculty members for building creative ideas in the maker space using different tools including Library's maker resources and equipment, for example: 3D printers, vinyl cutters, Arduino, as well as low-tech tools. The coordinator will be assisting students in piloting, testing and accomplishing different projects. S/he will also be responsible for customer service orientation, planning and conducting maker programming sessions and promoting maker resources and services.

DUTIES AND RESPONSIBILITIES

- ✓ Keeping track of all issuable items to be made available to students (for e.g. maker kits, crafting items, mouse, keyboard, programmable items etc.)
- ✓ Sharing usage data and learning experiences.
- ✓ Developing and implementation of a program for use of maker space.
- ✓ Engaging students as well as external resource persons as learning facilitators for conducting maker workshops (face to face and online).
- ✓ Ensuring and providing support in marketing, promotion and organization of different events.
- ✓ Ensuring workshops in the maker space are organized every semester.
- ✓ Ensuring students follow norms and discipline of different zones in information commons.
- ✓ Keeping and managing data and inventory of books and resources.
- ✓ Inspiring students to use maker space for creating different projects and prototypes.
- ✓ Supporting library technical processing tasks and available to work in shifts.
- ✓ Any other task as assigned by the supervisor.

REQUIRED JOB SPECIFICATIONS

Required Qualification	✓ Masters in Library and Information Science or Bachelors in computer science/electronics. ✓ Preference would be given to candidates with academic library experience
Required Experience	✓ At least 2 years of experience

REQUIRED JOB COMPETENCIES (Technical and Soft Skills)

S#	Competency	Criticality (High / Low / Medium)
1.	Creativity	High
2.	Networking and customer relationship management	High
3.	Program Development and implementation	Medium
4.	Cataloging and Classification	Medium
5.	Effective presentation and communication skills	High