

CROWLEY'S RIDGE COLLEGE

100 College Drive • Paragould, AR 72450
(870) 236-6901 • (800) 264-1096
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JOB OPPORTUNITY - IMMEDIATE OPENING

Crowley's Ridge College is seeking qualified applicants for Learning Center Director. A graduate degree in library science is preferred, but applicants with library certification credentials may be considered. The position is faculty-level, with a nine month contract. Salary is commensurate with degree and experience.

Applicants may inquire by contacting:

Phil Wilkerson, Vice-President for Academic Affairs
100 College Drive
Paragould, AR 72450
870-236-6901 • pwilkerson@crc.edu

DIRECTOR OF THE LEARNING CENTER – JOB DESCRIPTION

The Director of the Learning Center reports directly to the Vice-President for Academic Affairs.

The Director of the Learning Center:

- Is primarily responsible for the academic information of the college as requested by the administration, faculty, and staff of the college;
- Is responsible for the operation, development, and maintenance of the library and its collection;
- Administers policies and rules of the Learning Center;
- Maintains close relationships and communications with administrators, faculty, students, and committees;
- Compiles learning center reports as requested by college officials;
- Aids in providing library instruction for individual students and student groups;
- Serves on the Academic Affairs Committee;
- Performs routine library duties including circulation, collection development and maintenance, interlibrary loans, orientation and bibliographic instruction;
- Assists faculty in curriculum development by providing primary and secondary information resources;
- Serves as a liaison to ARKNET;
- Instructs in academic areas as qualified and as needed by the college.

Crowley's Ridge College is located in Paragould, Arkansas and offers Associate and Bachelor degrees. CRC is accredited by The Higher Learning Commission and a member of the North Central Association.