

# UBC Centre for Teaching, Learning and Technology Resource Room Coordinator Job Description

2011

## 1. Position Identification

Position Classification: Graduate Academic Assistant - appropriate GTA rate depending on degree program

Position Title: Resource Room Coordinator (RR Coordinator)

Faculty: VP Academic

Department: Centre for Teaching, Learning and Technology (CTLT)

## 2. Position Function

The CTLT RR Coordinator provides consultation and supports CTLT staff members and members of the UBC teaching community. He or she is responsible for activities relating to the print and selected online resources available through the Resource Room at CTLT. These activities include, but are not limited to: individual and group consultation, the identification of resource needs, resource referral and development, archiving and catalogue maintenance, and the dissemination of information about available resources. He or she may be asked to contribute support to other educational initiatives.

## 3. Working Relationships

This position operates under the guidance and vision of the Manager of Facilitation and Process Design.

## 4. Work Performed

- A) **Consults-** the RR Coordinator is available for consultation with members of the UBC teaching community.
  - **Consults via email and/or web-based forms**
  - **Consults by appointment**
  - **Holds drop-in hours**
  - **Actively solicits resource recommendations from CTLT staff and other stakeholders**
  
- B) **Identifies Needs-** the RR Coordinator takes into account needs expressed in consultation, usage patterns for existing resources, and current CTLT (and other UBC) programming and resources to identify resource needs in the UBC teaching community.
  
- C) **Refers Patrons and/or Develops Resources-** The RR Coordinator should have a working knowledge of CTLT and other relevant UBC teaching and learning programs and resources. When an existing service fills the identified need, he or she refers the patron. When there is not an existing resource to fill an identified need, the RR Coordinator develops new resources. This is often done in consultation or collaboration with other members of CTLT staff and/or the UBC teaching community.
  - **Stays aware of teaching and learning resources and programs on campus**

- Updates the resources by topic (currently on the UBC Wiki)
  - Develops new resources
- D) Archives Materials-** The RR Coordinator maintains an archive of appropriate resources that are identified or developed, and makes them available to all interested stakeholders (see also item F below).
- Catalogues physical holdings
  - Ensures the catalogue is searchable
  - Shelves and maintains physical holdings
  - Manages CTLT's print and electronic subscriptions
- E) Disseminates Information on Resources-** The RR Coordinator disseminates information regarding teaching and learning resources to CTLT staff, the larger UBC teaching community, and various other teaching and learning stakeholders as appropriate.
- Maintains the LEARNatUBC Twitter feed
  - Maintains the CTLT Google Reader feeds
  - Emails relevant citations to interested people and groups
- F) Documents Process-** The RR Coordinator maintains institutional memory by documenting the processes involved in the above tasks, and archiving these so that they can be accessed by future RR Coordinators.
- Creates how-to documentation articles on the UBC Wiki
  - Ensures continuity
- G) Contributes to support of other educational initiatives as requested.**

## 5. Time required

This position requires 10 hours a week, split into 2 half days per week.

## 6. Supervision Received

This position operates under the guidance and vision of the Manager of Facilitation and Process Design.

## 7. Supervision Given

N/a

## 8. Working Conditions

Office environment.

Employees at CTLT work as a team and staff meetings are held 3 times a month.

## 9. Minimum Qualifications & Skills

- Education - must be enrolled in Graduate Studies at UBC.

- Skills - must be proficient with Microsoft Word, Excel, PowerPoint, RefWorks or equivalent, webpage updating programs, and email programs. Must have basic accounting skills.
- Must be highly organized and have demonstrated organizational skills in a work related position.