

Learning Resources Management Coordinator/Senior Coordinator (Rank Open)

Duke Kunshan University

Job Description

Position Overview:

The Library seeks a Learning Resources Management Coordinator to provide textbook support for the undergraduate degree program at the University. The incumbent is responsible for managing the process of receiving, selection, purchasing, and delivering undergraduate textbooks faculty and students need. S/he will use a variety of technologies, along with excellent communication and interpersonal skill, to coordinate with faculty and various offices and work closely with the acquisition librarian and other library staff to ensure textbooks will be timely ready for required undergraduate courses.

Reports to:

University Librarian, DKU

Essential Duties:

- Overseeing, developing and updating every procedure of textbook management including textbook requests collecting, textbook ordering, textbook distributing and textbook expense submission.
- Coordinating with various offices including the DKU office at Duke and basing on which to decide on the best the textbook types (e.g. eBook or printed copy), the purchasing channel and the appropriate book quantity.
- Collecting required and recommended textbooks as well as online learning platform needs from the course instructors. Performing prior testing to ensure all the online resources are accessible on the campus.
- Developing effective textbook ordering mechanism in consultation with relevant offices.
- Maintaining good partnership and fine dialogue with various international publishers regarding textbooks.
- Designing textbook distribution mechanism including deciding the distribution periods in consultation with other offices such as Registrar, Office of Undergraduate and to implement it in a timely manner.
- Creating access manuals for the eBooks of different access channels and delivering sufficient instructions to the faculty, students. Handling all the technical problems including ebook accessing troubles from the students and faculty.

- Designing and delivering textbook workshops or orientation to freshmen.
- Budgeting the textbook fund code, monitoring students' prepaid textbook account and calculating book fee per student for Student Information System.
- Being knowledgeable about recent textbook publishing trends.
- Other tasks as assigned.
- Job duties will continue to expand in scope and depth as the University Library grows in size and complexity in its programs.

Qualifications:

- At least possessing a bachelor degree, majoring in Library Science, Publishing and Distribution, Information Science, or other equivalent areas is preferred.
- At least one year of full-time work experience in an academic setting, working experience in a Sino-foreign joint venture university is preferred.
- Knowledgeable about textbook publishing, Open Education Resources, fair use, copyright laws both in the U.S. and China.
- Demonstrated ability to work well independently and as a team member.
- Demonstrated commitment to high-quality user experience and user services.
- Strong planning, problem-solving, and analytical skills.
- Interpersonal and effective communication skills with the ability to handle unexpected and/or complicated matters.
- Experience working with faculty and students is preferred.
- Proficient skills in Windows, Outlook, MS Office and other similar computer programs.
- Solid oral and written communication skills in English. Fluency in oral and written Chinese is preferred.

How to Apply:

Duke Kunshan University requests from all applicants a curriculum vitae, a cover letter, and the name and contact information for three references. The materials should be submitted to DKUrecruitment@dukekunshan.edu.cn. Please be kindly advised that priority will be given to applications received by September 1, 2019 and applications will continue to be reviewed until the position is filled.