

# FERRIS STATE UNIVERSITY

## HUMAN RESOURCES

<b>Position Title:</b>	Coordinator for Special Projects & Reporting
<b>Location:</b>	Big Rapids (Main Campus)
<b>Department:</b>	44000 - FLITE Admin
<b>Advertised Salary:</b>	\$18.00 - \$23.49 per hour. Salary commensurate with education, experiences, and other requirements. Comprehensive benefit package (health care, vacation, etc.)
<b>FLSA:</b>	Exempt
<b>Temporary/Continuing:</b>	Continuing
<b>Part-Time/Full-Time:</b>	Part-Time
<b>Union Group:</b>	N/A
<b>Term of Position:</b>	12 Month
<b>At Will/Just Cause:</b>	At Will
<b>Summary of Position:</b>	<p>The Coordinator for Special Projects and Reporting supports the Office of the Dean with the advancement of key college priorities in coordination with faculty and staff in both FLITE and RSS.</p> <p>The estimated start date of this position is August 2023. However, this is an estimated date and can be revised if needed.</p>
<b>Position Type:</b>	Staff
<b>Required Education:</b>	Bachelor's degree in any field from an accredited, academic institution.
<b>Required Work Experience:</b>	2 years of related work experience in higher education or library setting.
<b>Required Licenses and Certifications:</b>	N/A
<b>Physical Demands:</b>	<ul style="list-style-type: none"> <li>• Office Environment</li> <li>• Moving</li> </ul>

	<ul style="list-style-type: none"> <li>• Reaching</li> <li>• Sitting</li> <li>• Twisting</li> <li>• Standing</li> </ul>
<b>Additional Education/Experiences to be Considered:</b>	<p>Master's degree in information or library science from an ALA-accredited institution</p> <p>Work experience in an academic library</p>
<b>Essential Duties/Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Assist with collecting and researching data, and compiling &amp; submitting responses, for annual reports to internal and external stakeholders as determined and agreed upon with supervisory staff, and in observance of current need.</li> <li>• Association of College &amp; Research Libraries Academic Library (ACRL) Trends &amp; Statistics Survey</li> <li>• Academic Library component - Integrated Postsecondary Education Data System (IPEDS)</li> <li>• Peterson's Survey</li> <li>• Ferris Factbook annual data request</li> <li>• College annual workplan updates</li> <li>• College annual DEI-B update</li> <li>• Assist college committees as necessary to help advance and document activities and results.</li> <li>• Support FLITE Advisory &amp; Accountability Committee (AAC).</li> <li>• Coordinate committee reporting/minutes for record retention.</li> <li>• Maintain a listing of all college committees, membership, chairperson, and terms.</li> <li>• Coordinate the Dean's end-of-year communications to all committee members.</li> <li>• Facilitate FLITE team annual report process.</li> <li>• Facilitate annual FLITE team membership rotation process.</li> <li>• Routine AAC tasks (AAC InfoHub maintenance, draft AAC annual report, membership roster updates, etc. as determined with the AAC).</li> <li>• Assist with, or at the agreement of the AAC, plan and actively facilitate AAC meetings.</li> <li>• Assist, or coordinate as deemed appropriate by the AAC, projects supporting FLITE committees, working groups and teams (e.g., Archiving InfoHub contents, sending report feedback, keeping minutes, facilitating agenda creation and distribution, etc.).</li> <li>• Assist with individual team task completion as necessary.</li> <li>• Explore efficiencies/sustainability considerations and recommend for AAC to support current FLITE team structure into the future.</li> <li>• Serve in a backup capacity for general research assistance, which may include periods of routinely scheduled research desk hours as needed and agreed with faculty; some evening hours may be</li> </ul>

	<p>required.</p> <ul style="list-style-type: none"> <li>• Complete projects and/or scheduled tasks supporting library services and operations in consultation with supervisor.</li> <li>• Any other duties assigned within the position classification area.</li> <li>• Demonstrate an understanding of diversity, equity and inclusion, especially in working relationships with students, faculty, staff and community members.</li> </ul>
<b>Marginal Duties/Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Support Retention and Student Success (University College) services and operations as needed and assigned by supervisor.</li> </ul>
<b>Skills and Abilities:</b>	<ul style="list-style-type: none"> <li>• Experience working directly with people from diverse racial, ethnic, and socioeconomic backgrounds.</li> </ul>
<b>Required Documents:</b>	<ul style="list-style-type: none"> <li>• Cover Letter</li> <li>• Resume</li> <li>• Unofficial Transcript 1</li> </ul>
<b>Optional Documents:</b>	
<b>Special Instructions to Applicants:</b>	
<b>Initial Application Review Date:</b>	July 10th, 2023
<b>Open Until Position is Filled?:</b>	False
<b>Posting Close Date:</b>	July 7th, 2023
<b>Contact Information:</b>	For inquiries related to this job posting, please contact Ferris State University's Human Resources Department at (231) 591-2150, Monday – Friday between 8am and 5pm EST, or email us at <a href="mailto:fsujobs@ferris.edu">fsujobs@ferris.edu</a> .
<b>EEO Statement:</b>	Ferris State University, an Affirmative Action/Equal Opportunity employer, is committed to enhancing equity, inclusion, and diversity within its community. Ferris offers employment opportunities to qualified candidates seeking careers in a student-focused environment that values opportunity, collaboration, diversity, and educational excellence. Learn more about the Ferris Mission and community at <a href="http://ferris.edu">ferris.edu</a> . The University actively seeks applications from women, minorities, individuals with disabilities, veterans, and other underrepresented groups. For more information

	on the University's Policy on Non-Discrimination, visit: <a href="#">Ferris Non-Discrimination Statement</a> .
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