

District-Directed Call
Coordinator of Center for Student Success and COM Library Alignment

Fall 2025-December 31, 2026

Assignment:

Applications are now open to Library Faculty for Coordinator of Center for Student Success and COM Library Alignment.

The Coordinator of Center for Student Success and COM Library Alignment will receive 3.5 units per semester, with roughly 43.75 hours of work anticipated for each unit. The term of the assignment is Fall 2025 through December 31, 2026.

Submission Deadline:

Applications must be received by **September 29, 2025**. Late applications will not be considered.

Description and Scope of Work:

The Coordinator of Center for Student Success and COM Library Alignment collaborates with faculty librarians, Library chair, Library Technicians, and the Dean of Arts & Humanities to ensure the library is supporting COM's mission of student learning and success as the Kentfield location of the library moves to the Center for Student Success.

The Coordinator of Center for Student Success and COM Library Alignment will:

- Collaborate and coordinate with Center for Student Success partners to ensure a solid foundation for integrated student support and programming upon the opening of the Center for Student Success and with initial programming ramp-up.
 - Evaluate Library operations (daily and long term) in conjunction with the Dean and make detailed written recommendations regarding specific ways to adapt and improve library operations at both the KTD and IVC locations now that the KTD location will be within the Center for Student Success. Include information on how to measure the impact of these recommendations. This includes:
 - Collaborate with faculty librarians to re-vision, plan for, and recommend detailed organizational and filing systems for archives in new CSS location.
 - Create detailed plan for faculty staffing given reference desk and literacy lab are separated in CSS. In this work, consider alignment with the IVC location as well as whether and, if so, how, to include virtual (Zoom) reference desk services.
- This should include:
- How many faculty are needed at each location
 - What type of faculty (e.g., subject specialists, instructional support)

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- How responsibilities are divided between the two areas
- Refer to Sections and 8.1 and 8.1.1 of the UPM/District collective bargaining agreement for staffing parameters.
- Develop process for faculty to make information literacy instruction appointments through an online reservation system.
- Develop and, with approval, pilot process for students to reserve study rooms in the CSS. Seek input from IT, classified library staff, Learning Communities coordinators and staff, RWL and the Tutoring and Learning Center staff, facilities leadership, and students regarding this process and how best to pilot and communicate it, with rollout date of the pilot for Fall 2026.
- Support Kentfield campus library location move to Center for Student Success
- Support consultants in developing and implementing a plan to move library collection into larger CSS (second floor stacks and third floor reading room).
- Collaborate with CSS Partners (Health Services, SAS, Basic Needs, ASCOM, TLC, RWL, Counseling, and learning communities) to ensure they are supported via, and engaged with, initial library events and offerings within the CSS.
- Provide multiple workshops to CSS partners within the 2026 calendar year to ensure awareness of library services and operations and to invite input and additional collaboration to build the foundation for a cohesive student experience.
- Support the creation of cross-training to student workers across CSS to support the development of CSS Student Ambassadors/Peer Mentors.
- Document faculty processes (weeding, collection development, etc.) that are part of the larger Library operations manual. Consult with full-time and part-time library faculty, library staff, student workers assigned to the library, and the Dean of Arts and Humanities on the creation of a library operations manual (covering both KTD and IVC locations) . Manual development will be guided by the dean, and the manual will include opening and closing procedures, operating procedures with respect to virtual services, clear allocation of responsibilities in accordance with job descriptions and collective bargaining agreements, reference desk protocols, tasks list for student workers, course reserves procedures, library weeding procedures, etc. In a timely manner, provide draft language to the Dean for all terms of the manual that are focused on faculty roles and responsibilities and review those sections of the manual that focus on non-faculty roles but may overlap with faculty roles. Meet with the Dean and staff working on the manual on a monthly basis or more regularly to discuss progress and any issues that arise during creation of the manual.

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- Serve approximately 20% of their reference desk hours at IVC (starting Spring 2026) as assigned by the Dean based on operational needs.
- Conduct outreach to community partners, Marin County educational agencies, local libraries, and other community constituents to strengthen the library and its services as the KTD location develops its programming in the CSS and to ensure alignment between KTD and IVC locations. Provide the Dean with written updates on this work by the end of each of the following months: November 2025, March 2026, June 2026, and October 2026.
- Identify and pursue opportunities to engage, collaborate, and co-host events with League of Women Voters, MARINet, and other community and educational agency partners as CSS opens its doors to the community and strengthens Library services across both KTD and IVC locations. Provide the Dean with written updates on this work by the end of each of the following months: November 2025, March 2026, June 2026, and October 2026..
- Recognizing the incredible opportunities the CSS opening and College of Marin Centennial present, engage in extensive collaboration and communication with internal and external parties regarding Centennial celebrations and events, donations, gifts, archives, etc. Ensure that structures are in place for this collaboration and communication between the Library and internal and external parties to continue beyond calendar years 2025 and 2026 as part of ongoing Library operations and programming. Provide the Dean with written updates on this work by the end of the following months: November 2025, March 2026, June 2026, and October 2026. .

Eligibility Requirements:

To be considered for the available position applicants must:

- Be a faculty librarian at College of Marin
- Have received a satisfactory evaluation in their most recent evaluation cycle (CBA section 8.14.4.1)
- Have sufficient experience and/or training to serve in the role
- Have availability to take on additional units for the term of the assignment, or identify (in the application materials) a clear plan to request a change in assignment without negatively impacting the department/program

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Application Process:

Please send a letter of application to Lauren Servais, lservais@marin.edu that addresses the following:

- Discusses your interest and motivation for taking on this role, in 500 words or fewer
- Details your qualifications for the position and how they relate to the job duties and eligibility requirements outlined above
- Confirms that your most recent evaluation was satisfactory, and notes the semester date of your most recent evaluation
- Provides your current assignments and schedule for this semester and the semester/time period when the assignment will take place (to the extent known)
- If necessary, provides a clear plan of how you would request to change your assignment without negatively impacting your department/program and/or any other assignments in your schedule (See Below Under Assignment Adjustments for More Detail)

Eligible unit members may propose splitting the position between two or more unit members if they apply together and provide a clear outline of how the duties and compensation are to be distributed. Each co-applicant must complete the application process outlined above.

For more Information:

- Regarding assignment adjustment and scheduling availability requirements please contact your direct supervisor.
- Regarding the Library Coordinator position, please contact Lauren Servais, lservais@marin.edu.

Administrative and Budget Details:

- Budget FOAP: 11100-26301-12410-601000
- Budget Manager: Lauren Servais, lservais@marin.edu
- Administrative Assistant: Eileen Acker, eacker@marin.edu
- Project Supervisor: Lauren Servais, lservais@marin.edu

Assignment Adjustments:

Faculty applying for this role must demonstrate their ability to take on additional units as per Section 8.5 of the Collective Bargaining Agreement (CBA). Requests to change your assignment must be discussed with your chair and supervisor **prior** to submitting your application.

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Please note that approval of assignment changes is at the District's discretion. If the District does not approve of the proposed change in assignment, the application will be denied.

Terms of Acceptance:

By accepting this role the applicant(s) agree(s) to the following:

1. Project Deliverables
 - Continue to meet all eligibility criteria
 - Perform the responsibilities associated with the position
2. Deadline Compliance
 - Deliver/produce the final product or outcome as described
 - Meet the deadline by which the final product or outcome is to be delivered
3. Non-Completion and Repayment Policy
 - If the faculty member fails to produce the final outcome or product at the time specified or an agreed-upon extension (granted by the Assistant Superintendent/Vice President of Student Learning and Success) they must repay to the District all monies received. They will also be ineligible for any overload, reassigned time, or stipend until successful completion of repayment.