

Position: Coordinator, Bachelor in General Studies and Reference Librarian

WIU Libraries oversees the Bachelor of Arts in General Studies degree program. We are one of the rare libraries to administer a degree program as part of our mission. This provides new opportunities and possibilities for library faculty.

The Bachelor of Arts in General Studies (BGS) Degree Program has served Western Illinois University for nearly fifty years, allowing non-traditional adults easier access to a quality undergraduate degree. With nearly 10,000 alumni and over 600 current students in the program, the BGS degree is one of WIU's largest majors. The BGS is WIU's premier online program and was one of the first fully-online degrees available in the United States. BGS students follow WIU's general education curriculum, but then are allowed to design the rest of their degree to suit personal goals and interests. Students may select up to three minors, allowing them to specialize what is intentionally a generalized degree program. The BGS team consists of a director, two academic advisors, two admissions/records officers, and an office administrator.

The Coordinator of the Bachelor of Arts in General Studies Degree Program will:

- Lead the recruiting process for the program, with special emphasis on building community college relationships
- Coordinate with the Enrollment Management division on recruiting and marketing strategies
- Engage in activities and events that promote recruitment to WIU and retention of WIU students
- Supervise the Admissions/Records coordinator
- Perform in-person and virtual service at the Malpass Library reference desk

Minimum Qualifications:

Eligible candidates must be entering the final year of a terminal degree program or have just completed a terminal degree program. Since **the terminal degree for promotion and tenure in the Libraries is an accredited Master's degree in Library & Information Science (or the equivalent) as well as an additional advanced or professional degree**, candidates have two paths to qualify:

- Already hold at least a Master's Degree in any academic field **and** be in the final year of earning a Master's in Library & Information Science or have recently completed one.
- Already hold a Master's in Library & Information Science **and** be in the final year of (or recently completed) another Master's Degree (or higher) in any academic field.

Preferred Qualifications:

- Experience coordinating an academic program, mentoring and advising students at any academic level.
- Experience at any level in an academic program in an online format, partial or complete.
- Experience recruiting students at any academic level.
- Experience in an academic program that works with non-traditional students.
- Experience in working with community colleges.
- Reference experience in an academic library
- Demonstrated understanding of diversity, equity, and inclusion (DEI) in library practice