

Early Career Professionals: Surviving and Thriving in Your First Few Years

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SUNY Oswego



A comprehensive college on the shores of Lake Ontario

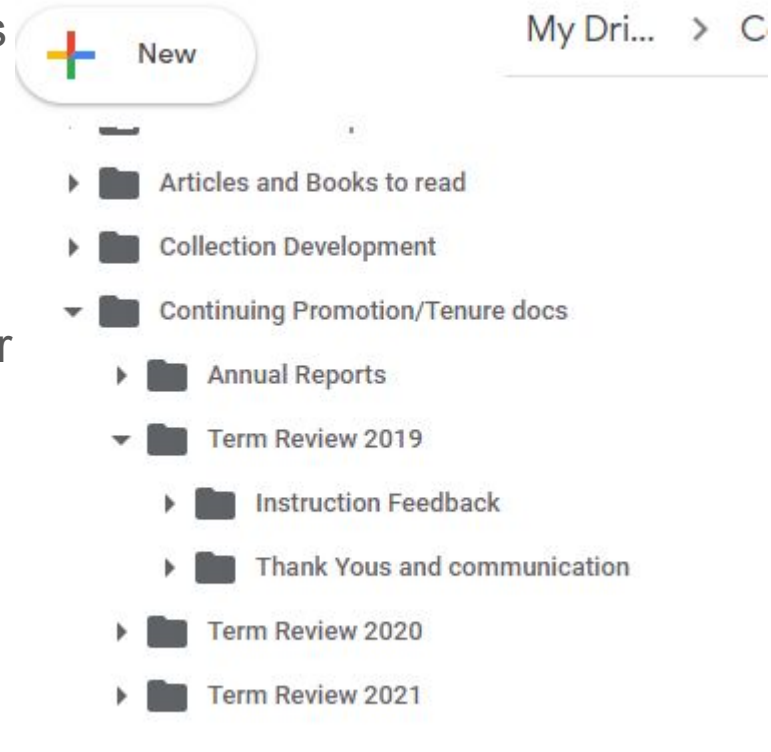
- 7,100 Undergrad students and 1,000 Grad students
- 110+ Undergraduate majors and minors
- 35 Masters Programs
- 28% of students from culturally diverse background
- 89% of students receive Financial Aid

Penfield Library

- 11 full time librarians
- 15 professional staff and clerks
- 30+ student workers

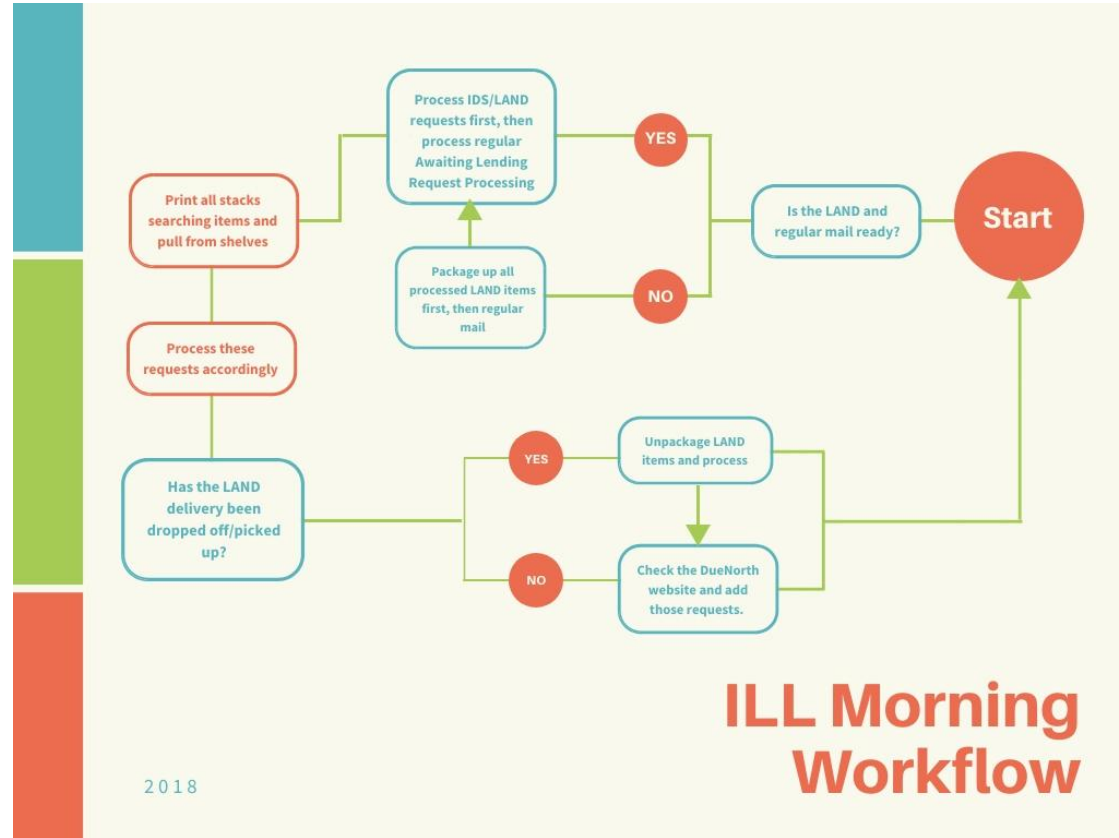
Tenure Process

- Keep an ongoing document to drop activities into, keep it minimized on your computer for easy access
 - Justify importance
- Copy and save any thank you emails from faculty/students and either put in email folder or somewhere similar
- Keep detailed notes for webinars and meetings in your calendar so if you need to look back, you can



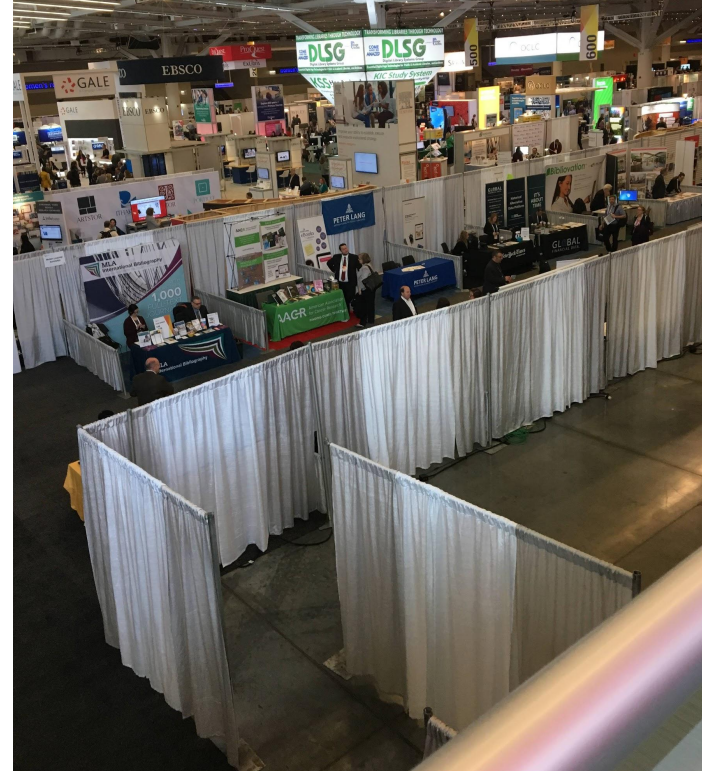
Management of Staff/Students

- Training
 - Create cheat sheets and manuals for staff/students to reference
- Performance evaluations
- Disciplinary action
- Students:
 - Balancing obligations (work vs. class) - this is their first job in many cases, be flexible, but prepare them for future jobs
 - Federal work study
 - Structure, flowchart



Professional Development

- Take advantage of every opportunity
- Look for free webinars, etc.
- Use all of your PD funds
- Look for opportunities to present and publish → you don't have to be perfect, you do have something to share
 - Start small with a poster at a local conference, and do presentations with a group. You can always send an email to a listserv looking for co presenters



Balancing Major Changes With Learning Your New Job



- Library Building construction and reconfiguration of the building to allow new departments to move into the building
- New Software
- New Staff
- Filling a new position - understand expectations but have your own vision

Peer Mentoring and Seeking Out Experienced Mentors

- Official mentors within the department
- Nonofficial mentors with coworkers
- Mentorship programs within library membership organizations (SUNYLA!)



Time Management and Workload Balance (how/when to say no)

- Try not to look at emails outside of work hours/weekends
- Taking the time to have lunch/get out of the office
 - Schedule a time to eat with coworkers so you have to take a break.
- Utilize your calendar to block off time to get work done
- Learn to say no, document your time spent on day to day responsibilities and projects.

Resources

Chinsky, Matuson. *Suddenly In Charge: Managing Up, Managing Down, Succeeding All Around*. Nicholas Brealey Publishing, 2011.

Scott, Kim. *Radical candor : be a kick-ass boss without losing your humanity*. 2nd ed., St.Martin's Press, 2019.

Soehner, Catherine, and Darling, Ann. *Effective Difficult Conversations : a Step-by-Step Guide*. ALA Editions, an imprint of the American Library Association, 2017.