



INSTRUCTIONAL TECHNOLOGY LIBRARIAN

Position Summary: The Instructional Technology Librarian works with faculty on the design and development of instructional content that will be used in traditional on-campus courses, blended, and on-line courses; assists in the setting up, operating, editing and processing of lectures and events using a range of specialist AV hardware and software; plans, coordinates and conducts workshops on the use of new technologies and on information literacy, conducts research on emerging instructional and library technologies for use in an academic setting, and provides reference services, instruction and support to students and staff to assist them in their research and in the development and/or improvement of technology skills.

Essential Functions:

- Provide general and specialized library instruction.
- Assess the library collection for development and purchases (collection development).
- Catalog library materials.
- Serve as library systems administrator.
- Administer the university learning management system
- Assists in the setting up, operating, editing and processing of lectures and events (including studio operations) using a range of specialist AV hardware and software.
- Instructs students and faculty in the use of productivity and presentation software, audio/video production, and multimedia productions in the context of content area instruction.
- Investigates problems in systems and services and assists with the implementation of agreed remedies and preventative measures including the maintenance of AV systems in teaching areas.
- Evaluate user needs, library usage and changes in the academic library field to develop and improve library services.

Required Qualifications for this position include:

- ALA-accredited MLIS and a degree/certificate or coursework in instructional design
- This position requires flexible hours. Some evening and weekend work expected.
- Experience in learning management systems
- Knowledge of productivity and presentation software, audio/video production, and multimedia products
- Demonstrated ability to use technology effectively to enhance information literacy instruction
- Knowledge of current issues and trends in instructional pedagogy, instructional design, and instructional literacies
- Knowledge of library functions and cataloging
- Experience in developing online videos, tutorials, and other web-based learning objects
- Evidence of successful project management skills
- Ability to manage University-related social media accounts following best practices.
- Creative problem-solving skills
- Demonstrated ability to provide professional customer service and communication skills, including presentation skills and written communication skills, as well as superior collaboration skills are required

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