AUSTIN PRESBYTERIAN THEOLOGICAL SEMINARY

JOB TITLE: Learning Technologies Librarian
DEPARTMENT: Library
REPORTS TO: Director, David and Jane Stitt Library
FLSA STATUS: Exempt
DIRECT REPORTS: None

SUMMARY: The Learning Technologies Librarian supports teaching and learning at Austin Seminary in all degree and certificate programs. This position is the lead staff person to support blended and distance education and also has technical services responsibilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

* Manages, updates, and provides instruction on how to use the school’s educational portal (course management system).
* Teaches instructors about best practices for blended and distance learning and assists the faculty in the design of courses using emerging learning technologies.
* Contribute to the acquisitions and cataloging workflow within the library management system.
* Conducts training for students and faculty in all aspects of information seeking.
* As part of the library staff, works collaboratively on other library initiatives.

Instructional Design
* Manage course management system including users, permissions, and content management.
* Assist faculty to design courses and build online courses.
* Collaborate with faculty to make the most effective use of technology in the classroom.
* Develop and distribute training materials for faculty, staff, students, and other library staff regarding the course management system and staff portal.
* Create instructional design standards for online courses.
* Evaluate technologies by researching options, collecting competitive bids and project implementation costs and timeframes.

Technical Support for Online Courses
* Provide troubleshooting support for faculty on use of course management tools and other technologies across a variety of hardware and software platforms.
* Provide troubleshooting support for students for logging on, access and use of course materials across a variety of hardware and software platforms.
* Assist faculty with video production, editing, and uploading of online course content.
* Manage student workers who record and edit video; setup and management of other publication channels.

Librarianship
* Responsible for ordering and receiving books and working with vendors.
* Work with other professional staff to develop enhanced collection of electronic resources.
* Conduct training on all aspects of information seeking.
* Contribute content to the library website.
* Collaborate on library initiatives.

MINIMUM QUALIFICATIONS

Education: Masters of Library Science from a school accredited by the American Library Association, or its equivalent.

Certifications/Training: None

Experience: Experience using Voyager or another library management system, experience using cameras, recording equipment; experience using course management systems, experience hosting -or teaching online courses. Web development experience, or experience with web authoring software. Demonstrated success in teaching and training.

Special Requirements /: Strong oral and written communication skills.
Skills
Strong interpersonal skills.
Ability to effectively utilize computers / software, including Windows and Mac, web browsers, word processing, database, and presentation programs, production tools such as iMovie, Camtasia, Audacity, Photoshop, Acrobat.
Familiarity in OCLC bibliographic utilities, LCSH, MARC integrated format, AACR2, descriptive and subject cataloging, and library management systems.
Knowledge of pedagogical methods with digital tools.
Proficiency with emerging technologies such as podcasting, vodcasting, asynchronous and synchronous technologies.
Knowledge of accessibility laws and guidelines.
Interest in web 2.0 technologies, such as blogs, wikis, and social networking
Commitment to being a team player.
Ability to use discretion and maintain confidentiality.
Ability to organize and prioritize work.
Ability to multi-task.
Ability to analyze and summarize data in a clear and concise manner.
Ability to make decisions based on incomplete or imperfect information.
Maintains a bias toward action.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential
functions.

While performing the duties of this job, the employee is regularly required to sit and talk or listen, and is occasionally required to stand, walk, reach using hands and arms, and lift boxes of up to 15-20 pounds.

**Disclaimer:** The statements herein are intended to describe the general nature and level of work being performed by the incumbent in this position, and assist in evaluating this job fairly and equitably. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position. Management may change the duties and responsibilities at their sole discretion, and may request the employee perform duties not listed on the job description. This job description is not a “contract” between the incumbent and the employer.

Employee: ___________________________ Date: ___________________________

Supervisor: ___________________________ Date: ___________________________

Human Resources: ______________________ Date: ___________________________