Position Title: Educational Technology Coordinator & Research/Instruction Librarian
Department: Staley Library
Supervisor: Library Director
Incumbent: Rachel Bicicchi (since September 2010)

Position Summary:
Coordinates educational technology services, training and support across campus. Promotes the integration of educational technology into the curriculum through workshops and training sessions. Collaborates with faculty in designing and implementing technology-rich courses using the university's virtual learning tools (primarily Moodle, Turnitin, LiveText, and clicker technology). Shares library reference service and collection development responsibilities with the other librarians, and participates in a very active library research instruction program. With the Library Director, the librarians collaborate in long-and short-range planning and overall management of all Staley Library services. Faculty rank (not tenure track).

Position Responsibilities:

- **Educational Technology Management:**
  - Develops and facilitates faculty workshops and training sessions relating to educational technology.
  - Provides support for creating and maintaining virtual learning resources and serves as the primary faculty contact for Moodle, the online course management system; the primary student and faculty contact for Turnitin, the plagiarism prevention system; the primary faculty contact for the student response system (clickers); and the secondary student and faculty contact for LiveText, an electronic portfolio system used by the School of Education.
  - Visits classes by request, to provide demonstrations of virtual learning tools.
  - Creates documentation and/or designs online tutorials on using virtual learning tools.
  - Maintains and updates the educational technology web pages.
  - In close collaboration with the other librarians, coordinate planning of educational technology activities for the library in support of the research instruction program.
  - Recommends, coordinates purchase, and manages installation of library technology equipment, peripherals and software. Troubleshoot as needed, coordinating with Information Technology staff.
  - Researches and investigates the latest trends and developments in academic software and hardware used for higher education, including emerging technologies and technology-related pedagogy.
  - Initiates and maintains channels of communication with faculty and related groups, including the Information Technology department, the University Webmaster, Professional Adult Comprehensive Education, and School of Education.
  - Class visits and workshops may at times take place on the weekends, evenings, and/or at off-site locations.
Instruction and Research:
- Each year teach a minimum of three sessions to (on average) each of eight sections in the first-year core curriculum, split between two semesters.
- Collaborate with individual Millikin University faculty to provide advanced library research instruction for students in their majors and for other upper division curricula.
- Provide one on one library research assistance to library users as needed, during scheduled times throughout the day and week, including a weekly evening shift and some weekend rotations (approx. three times/semester).

Library collection development and academic department liaison:
- Work closely with several designated academic departments as the personalized contact and promoter for all library services for those departments (instruction, reference, and collection development, both physical and virtual, including for the Reference collection).
- Create, implement and evaluate reference and instruction materials, programs and services, both physical and virtual including via the web, for the designated disciplines.
- Share in developing and maintaining the reference collection, both physical and virtual.
- Share in developing and maintaining the content, overall cohesiveness and timeliness of the Staley Library web site.

Professional:
- Maintain current awareness of emerging technologies, keeping in mind their possible application to the University and Library services.
- Through continuous collaboration with the Library Director and other library faculty (the other librarians), plan for and monitor all library services.
- As a Millikin faculty member, participate in faculty governance including attending faculty meetings as well as service to select councils and committees.
- As a member of the library and technology professions, keep up with library/technology literature, participate in regional and/or national library/technology associations by attending conferences and workshops, and become involved in other professional activities as appropriate.
- Professional writing and presentations beyond own responsibilities are encouraged and noted, but not required.
- Actively support Library colleagues, Library service goals, and University mission.

Requirements:
- Masters Degree in Library Science (MLS or comparable) from an ALA accredited institution.
- Experience in providing educational technology services and support.
- Relevant work experience in an academic library.
- Knowledge of web design, multimedia applications, educational software, and emerging technologies used for teaching.
• Experience with both Windows and Macintosh hardware, OS, and software, including MS Office suite, preferred.
• Enthusiasm, flexibility, a sense of adventure, and willingness to learn and to pitch in are musts.
• Effective interpersonal, collegial, verbal (including presentation and teaching) and written skills essential; service commitment essential; ability to work well both independently and as part of a team; comfort with details and change.
• Excellent time management skills with the ability to appropriately prioritize multiple tasks.
• Ability to communicate effectively with people of varying levels of computer literacy.

Date of position description: November 26, 2007; slightly revised, June, 2010.