

AUSTIN PRESBYTERIAN THEOLOGICAL SEMINARY

JOB TITLE: Learning Technologies Librarian
DEPARTMENT: Library
REPORTS TO: Library Director
FLSA STATUS: Exempt
DIRECT REPORTS: None

SUMMARY: The Learning Technologies Librarian (LTL) supports teaching and learning at Austin Seminary in all degree and certificate programs. The LTL is the lead staff person to support hybrid and online education and coordinate the use of technology spaces in the Wright Center.

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

- * Administers the school's Learning Management System (LMS) [Brightspace/D2L], and primary video hosting and recording platform [Planet eStream], including permissions and content management.
- * Communicates best practices for hybrid and online learning and assists the faculty in the effective application of learning technology in the design of courses.
- * Conducts training for students, faculty, and staff who use the LMS.
- * Manages long-term retention of video lectures for certificate programs.
- * Interfaces with different campus departments (IT, Registrar) to maintain system integrations.
- * Is the lead contact for learning technology system vendors to solve technical issues.
- * Coordinates use of the technology classroom and media lab in the library, including training and troubleshooting, in consultation with IT.
- * As a member of the library staff, works collaboratively on other library initiatives.

Instructional Design

- * Assists faculty in designing and building their courses in the LMS.
- * Collaborates with faculty and IT to make the most effective use of technology in the classroom.
- * Develops and distributes training materials for faculty, staff, and students on the use of the LMS, and Planet eStream.
- * Promotes adherence to Web Content Accessibility Guidelines in online courses.
- * Models instructional design standards for online courses.

Support for Online Courses

- * Supports faculty on use of course management tools and other technologies across a variety of hardware and software platforms.
- * Provides first line of support for students as they access and use the LMS and course materials.
- * Supports faculty recording of lectures, including the use of Planet eStream and Camtasia.

Librarianship

- * Manages the seminary's content repository to support the reuse of media resources.
- * Serves as the Copyright Officer for the Seminary including training faculty and students on issues of copyright compliance, maintaining our license with the Copyright Clearance Center, updating the Austin Seminary Copyright Policy, and researching copyright issues for electronic reserves.
- * Works with other professional staff to develop an enhanced collection of electronic resources.
- * Assists patrons and researchers with library use alongside other library staff
- * Collaborates on library initiatives.

MINIMUM QUALIFICATIONS

Education: Master's of Library Science degree from a school accredited by the American Library Association, or an applicable master's degree in learning technology, instructional design, or equivalent.

Certifications/Training: None

Experience: Experience administering and using a LMS; experience using cameras and recording equipment; experience supporting online education; knowledge of web authoring software, HTML, and CSS; demonstrated success in teaching and training.

Special Requirements/Skills: Strong oral and written communication skills.
Strong interpersonal skills.
Ability to effectively demonstrate the use of computers / software, including Windows, Mac, and mobile, web browsers, word processing, database, and presentation programs, production tools such as iMovie, Final Cut, Audacity, Photoshop, Camtasia.
Knowledge of pedagogical methods with digital tools.
Proficiency with emerging learning technologies and trends.
Knowledge of accessibility laws and guidelines.
Knowledge of online exam and survey software.

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: _____