

**WHEATON COLLEGE  
POSITION DESCRIPTION**

**DATE:** 01/22/06

**REVISED:** 03/21/07

**POSITION TITLE:** Director of Technology for Research and Instruction

**DIVISION/DEPARTMENT:** Library and Information Services (LIS)

**REPORTS TO:** Vice President for Library and Information Services

**TERMS:**

FULL-TIME <input checked="" type="checkbox"/>	12-MONTH <input checked="" type="checkbox"/>	GRADE: <b>AD 5</b>
PART-TIME <input type="checkbox"/>	10-MONTH <input type="checkbox"/>	FLSA: exempt
HRS/WK <input type="checkbox"/>	9-MONTH <input type="checkbox"/>	ACCT#

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**PRIMARY PURPOSE:**

The *Director of Technology for Research and Instruction* is responsible for educational applications of technology that most directly support teaching, learning, and research. More specifically, this position:

- guides the college's selection and implementation of instructional technology used by faculty and students
- supports faculty development that underpins effective use of technology for pedagogical purposes
- supervises a cadre of professional technologists
- develops partnerships with faculty in a *selected department or technology area*, serving as consultant, teacher, and colleague on special projects and programs
- administers the operation of academic computing labs and development of technology-enhanced classrooms and other learning spaces
- collaborates with others to promote information fluency throughout the Wheaton curriculum

This position holds faculty status and co-leads the Research and Instruction (R&I) Department, which is responsible for the direct support of teaching, learning, and research, particularly as they are enhanced by technology and the use of library and other information resources.

This position is one of seven within the LIS division that collectively constitutes the LIS *Leadership Team* (LT). The LT provides senior leadership, management, and day-to-day oversight of LIS operations, including a \$3.5+ million annual operating budget, 63 staff employees, and 200+ student employees. The LT is charged with:

- delivering comprehensive, integrated library and information services for the college
- providing resources, facilities, and services that respond to the needs of students, faculty, and staff
- overseeing personnel and resource administration, budget planning and allocation, policy development, project management, and communication and outreach
- setting and maintaining standards of service and quality and establishing instruments for benchmarking and continuous assessment
- developing short- and long-range plans aligned with the mission and priorities of the college
- staying apprised of national and international trends relevant to the strategic development of library and information services at Wheaton College

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## ESSENTIAL JOB FUNCTIONS:

- **Leadership Team: (15%: 5.25 hrs)**  
Serves on the LT, as well as other committees and workgroups involved with planning, budget, management, and administration of LIS activities.
- **Department Management and Supervision: (15%: 5.25 hrs)**  
Formulates annual goals and objectives, sets and maintains standards of service and quality, establishes instruments for benchmarking and continuous assessment, and prepares annual and periodic reports of R&I activities. Supervises 7 professional technologists. Plans for, implements, and tracks projects, working with other LT members, LIS staff, and college departments.
- **Faculty and Student Support: (35%: 12.25 hrs)**  
Develops, articulates, implements, and supports a viable technology liaison arrangement serving student learning and faculty teaching and research. Collaborates closely with librarian liaisons to support academic uses of technology and to leverage information resources of all types for demonstrable learning outcomes. Oversees operations of technology-equipped classrooms and specialized academic learning spaces such as the Language, Geographic Information Systems (GIS), and Digital Video labs.

In the context of a *selected department or technology area*, supports experimental and effective use of instructional technology by faculty. Assists faculty with technology as it applies to scholarly research connected to current or potential student research opportunities. Advises faculty on state-of-the-art software; assists faculty with equipment and electronic resources. At faculty request, instructs students, either in class or at specially arranged workshops.

- **Advocacy: (15%: 5.25 hrs)**  
Advocates for and represents faculty and students in cross-departmental and LIS-wide planning, decision-making, and communications. Promotes the role that librarians, archives professionals, and instructional technologists play in teaching and learning activities.

Actively seeks and nurtures collaborative partnerships with Provost's division staff, in particular for the development of new and ongoing curricular programs requiring research and instruction support. Serves on the *Library, Technology, & Learning Committee (LTLC)*.

Integrates knowledge of scholarly information and instructional technology advancements; knowledge of Wheaton's resources and institutional aspirations; and knowledge of what initiatives are likely to attract financial resources. Applies that understanding to construct proposals for external funding. Leads the administration and faculty in successful pursuit of grants.

Supports the college's vision for information fluency in the educational experience of Wheaton students across the curriculum.

- **Policy, Communication, and Outreach: (10%: 3.5 hrs)**  
Sets policy directions for the coherence and effectiveness of instructional technology for faculty and students. With others, shares responsibility for promoting and shepherding the ethical use of information and information technology on campus with a particular emphasis on students and the honor code. Serves on related workgroups and teams. Collaborates with others in LIS on projects and programs that enhance the intellectual life of the college.

- **Professional Development: (10%: 3.5 hrs)**  
Remains current with developments in relevant professional areas through reading, research, and participation in conferences and meetings. Scouts scholarly information and instructional technology trends that relate to activities of department and incorporates findings into long-range planning for information services particularly in the areas of information fluency. Upgrades skills through personal study, workshop, and conference attendance, etc. Participates in regional and national organizations by doing presentations, serving on committees, hosting meetings on campus—and by other means that further the reputation of the college.
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### **FREQUENT CONTACTS:**

This position requires daily contact with students, faculty, and staff at all levels. Particularly close collaboration is required with the *Associate Librarian for Research and Instruction* and employees of the Provost's division. This position also requires frequent interaction with representatives from other collaborative networks, user groups, consortia, and agencies.

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### **OTHER JOB FUNCTIONS:**

- Participates in planning for college-wide programs such as orientation, admissions visiting days, faculty and staff workshops, etc.
  - Improves LIS practices that strengthen service delivery.
  - Works with both technical and non-technical people toward achieving organizational goals, including sharing of information and expertise and cultivating effective work relationships.
  - Performs other duties as required.
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### **SUPERVISORY RESPONSIBILITIES:**

This position is accountable for the hiring, training, supervision, mentoring, professional development, and performance evaluation of 8 staff employees: *Faculty Technology Liaison* (6), *Visual Resources Curator* (1), and part-time *Art Image Cataloger* (1).

In addition, this position assists with administrative work required to sustain a student employee workforce of about 35-40 students.

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### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

*Individuals must possess these skills, knowledge, and abilities, or be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.*

- Broad and comprehensive knowledge of established and emerging instructional technology typically used in higher education learning and teaching, the educational potential of new technologies, and demonstrated success selecting and supporting a variety of instructional technology
- Demonstrated success for working effectively with students, faculty, staff, and colleagues; enthusiasm for delivering high quality service to an academic community

- Effective oral, written, and presentation skills, including the ability to communicate effectively about technical ideas and issues with non-technical audiences
  - Poise and polished interpersonal skills, and the ability to listen carefully and patiently to disparate concerns of multiple constituencies
  - Ability to make prudent, fair, and sound decisions while anticipating long-range results, direct and indirect
  - Ability to coordinate complex projects, expensive resources, and collaborative effort to achieve strategic goals—with attention to detail and thoroughness
  - Creative problem-solving abilities, initiative, perseverance, and intellectual curiosity
  - Ability to accommodate multiple, conflicting demands for commitment of effort
  - Flexibility to adjust and thrive in a changing work place, including resilience of character and perspective
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### **QUALIFICATION STANDARDS:**

#### Education/Experience:

- Advanced degree (doctorate preferred) or extensive experience in the scholarship of at least one academic discipline highly desirable
- Minimum of 5 years relevant work experience in an academic setting demonstrating progressively increasing responsibility
- Minimum of 3 years or more of experience in an administrative position with supervisory responsibilities for professional technical staff
- Significant, successful teaching and presentation experience
- Familiarity with higher education curriculum, pedagogy, information fluency, and learning assessment
- Proficiency with desktop technology tools, including word processing, spreadsheets, databases, etc.