

Carleton College Exempt Position Description

Job Title: Academic Technologist

Grade 11 or 12

Reports To (Title): Wiebke Kuhn

Department: ITS

Division: Dean of College

Revision Date: 04-12-2021

Position Overview:

This entry level position in central IT is situated in two main areas of Academic Technology: the learning management system (LMS) and the blog/web site/digital presence platform Carleton offers students, faculty and staff. In this position, the candidate will help maintain the LMS and its use by faculty through ensuring ongoing stability, regular updates, and custom solutions for innovative use of the system. In addition, this position will manage users, digital spaces, and databases in the digital presence platform that are primarily WordPress based but can also cover other tools like Omeka or Scalar to allow for flexible digital presence design. This position is part of a team of 7, supporting teaching, learning, and research technologies for 270 Carleton faculty. In addition, this position will participate working on digital scholarship projects. While work is designed for regular business hours, some flexibility in hours is possible, and the occasional off-hour work may be required. Work tends to happen in a standard office environment.

Department Overview: Information Technology (ITS):

The Mission of ITS is to oversee the information technology infrastructure that supports the educational mission of Carleton College. More specifically

What we do:

- Provide technology services (directly or through outside providers)
- Partner with Carleton constituents in acquiring technology that serves the College
- Provide stewardship for electronic information and technology services
- Explore and evaluate technology trends that could further the College's mission
- Strengthen Carleton community members in their ability to leverage technologies

More about ITS <https://www.carleton.edu/its/about/>

Essential Job Functions/Responsibilities:

- Help manage the LMS, currently Moodle.
- Work closely with others in ITS and other Carleton units (e.g., Web Services, Helpdesk, Digital Scholarship program) to provide high quality service to campus clients; in particular, be a member of the support trio for the LMS and other instructional technologies as needed.
- Support faculty through new solutions and troubleshooting.

- Inform faculty about trends and new developments in academic technology. Investigate and respond to faculty technological needs.
- Help assess, test and implement LTI and API into the LMS as approved.
- Document and communicate changes in the LMS, both for internal change tracking and for user instruction (e.g., email, blog posts, workshops, individual or small group consultations).
- Manage Carleton usage of digital presence platform, currently Reclaim: set up sites and cPanels, monitor usage and users.
- Document and communicate changes in digital presence platform, both for internal change tracking and for user instruction (e.g., email, blog posts, workshops, individual or small group consultations).
- Explore and test new and potential tools that will aid the teaching and learning process. Recommend strategies for incorporating new methods and/or technologies into course content, with special attention to accessibility, equitable access, and sustainability.
- Continue learning new skills and knowledge in the areas of teaching and learning technologies to share with the team.

Describe Supervision Received and Exercised:

- May supervise and mentor student workers.

Education/Experience/Skills (supported by job duties):

Please note that this position is posted at two grade levels: Grade 11 and Grade 12. To be considered, you must meet the appropriate criteria for the grade levels.

Must meet one of the following required for Grade 11

- Bachelor's degree in a relevant field (e.g., Computer Science, Education, Instructional Design).
- OR**
- Associate degree and two years of full-time relevant work experience.
- OR**
- High school diploma/ GED and four years of full-time relevant work experience.

Must meet one of the following required for Grade 12

- Bachelor's degree and two years of full-time relevant work experience.
- OR**
- Associate degree and four years of full-time relevant work experience.
- OR**
- High school diploma/ GED and six years of full-time relevant work experience.

At the both levels you must meet the following required experience and skills:

- Experience with WordPress, Moodle and PHP
- Basic knowledge of SQL databases, sufficient to query and troubleshoot
- Basic understanding of web design

- Basic proficiency with CSS, HTML
- Communication and customer service skills appropriate for Carleton's diverse student body, faculty, and staff
- Self-direction in a small, lightly supervised, flat team environment and curiosity to learn and problem solve individually and collaboratively
- Commitment to equity, specifically universal design principles of learning (UDL)
- Familiarity with principles of digital scholarship & the digital humanities

Preferred:

- Master's degree in a relevant field (e.g., Computer Science, Education, Instructional Design):
- Internship in Information Technology
- Relevant work experience in higher education or teaching experience

NOTE: This job description is not intended to be all inclusive. Employee may perform other related duties to meet the ongoing needs of the organization.