

Technology Trainer and Graduate Writing Coordinator
One-year Term Position
Lecturer

The UTC Library seeks a motivated, creative, and user-focused professional for a newly created position of Technology Trainer and Graduate Writing Coordinator. This one-year position is a great opportunity for a professional interested in working in a busy mid-sized academic library focused on providing user-centered services in a dynamic, transparent, and flexible environment.

The UTC Library's Technology Trainer and Graduate Writing Coordinator is responsible for helping UTC students, faculty, and staff with general productivity software training and UTC students with thesis and dissertation writing and formatting. At the campus level, the position is responsible for developing and leading a new training initiative to include, but not be limited to, Word, Excel, PowerPoint, and O365/Outlook mail and calendar functions. At the college level, the position will assist students completing honors papers, theses, and dissertations with formatting standards, template utilization, bibliographic software usage, and more. Both technology training and writing assistance will take the form of individual and group consultations as well as the development of related print and online training resources and internal training of UTC Library staff members. This position will report to the Writing & Communication Center (WCC) and serve as an on-demand writing consultant, as well as participate in library-wide activities.

Reporting to the Director of the Writing & Communication Center, this position has two main functions, approximately split as follows: 50% Software Training, 40% Graduate Writing Support. An additional 10% is devoted to general Library and University duties. The schedule for this position is Sundays 4 p.m. - 8 p.m. and Monday - Thursday 10 a.m. - 8 p.m. The schedule may fluctuate, as well as the percentage of time spent on responsibilities, in order to accommodate seasonal position demands and occasional special programming, meetings, or workshops.

Library Description

In December 2014, UTC opened a 5-story 180,000 square foot library. The [library staff](#) comprises 21 library faculty and 15 staff members, operates on an annual budget of over 3 million dollars, and possesses collection holdings of more than 500,000 volumes, 150 databases, and over 28,000 accessible online journals. The [new library](#) provides a large information commons with 175+ public computers, 38 group study rooms, a media studio, 3 library instruction classrooms, a writing center, a cafe and a 24-hour study space. The library delivers a comprehensive range of public services, including proactive outreach, instruction, and reference. UTC Library is well equipped to support the research and scholarship needs of the UTC community.

Department Description

As a public service department within the UTC Library, the Writing & Communication Center (WCC) supports the writing and teaching of writing goals of the campus community. The Department consists of a faculty director, a staff specialist, a graduate assistant, and peer consultants. The WCC's aim is to provide an environment that fosters a writing community: to give writers a comfortable place in which to write; to provide writers' resources: style guides, dictionaries, computers for research/word processing; to provide one-on-one or group writing consultations; and to offer instructors feedback on writing assignment design and on facilitating successful peer review. WCC consultants assist with any type of writing, speech, or presentation, from any discipline, at any stage of the creation process.

Position Description

As a campus technology software trainer, this position provides training and support for Microsoft Office products including Word, Excel, PowerPoint, Outlook, and O365. This support includes:

- Develop and facilitate a technology training workshop series and other programming as appropriate to accommodate the needs of the UTC community.
- Provide individual technology training consultations with members of the UTC community.
- The creation of handouts and other print and online training resources in support of training.
- Offering internal training to Library staff members, in an effort to “train the trainers”.

As a graduate writing coordinator, this position will serve as the main point of contact for graduate theses and dissertation (as well as undergraduate honors theses) formatting requirements and bibliographic software usage. This individual will also assist with writing support in the WCC. These responsibilities will include:

- Develop and facilitate workshops throughout the year for graduate students and faculty advisors regarding various aspects and requirements of the thesis preparation and submission process including utilizing bibliographic software.
- Provide individual consultation on formats, bibliographic software, and manuscript submission.
- Review submitted masters theses and doctoral dissertations to confirm they meet graduate school formatting standards.
- Maintain and update Microsoft Word templates for masters theses and doctoral dissertations.
- Collaborate with the WCC Director and staff to develop other forms of graduate writing support.

As a member of the Library staff, this position will:

- Provide on-demand individualized consultation to Writing & Communication Center patrons on writing and communication-related skills including idea development, developing and supporting arguments, organization, citing sources, and sentence-level issues for graduate students as well as for undergraduate students as needed.
- Provide backup supervision to WCC peer consultants as needed.
- Participate in providing reference and outreach services to University community.
- Contribute to student success via partnerships with faculty and students across the campus.
- Participate in library-wide planning and committee work.

Required Qualifications

- Master's degree in any discipline from an accredited institution.
- Experience in an instructional setting, including developing instructional or training materials and learning outcomes.
- Expert knowledge of Microsoft Office (Word, PowerPoint, Excel), including building templates, formatting and Outlook/O365.
- Strong communication and interpersonal skills evidenced by the ability to work cooperatively and maintain effective working relationships with colleagues, faculty, staff and students.
- Demonstrated computer and information proficiency.
- Ability to learn new technology quickly.
- Demonstrated learner-oriented approach to instruction.
- Demonstrated ability to develop and manage projects.
- Ability to work independently and manage a range of competing demands.

Desirable Qualifications

- Experience related to the assessment of instructional initiatives.
- Experience related to instructional design, instructional technologies, educational technologies, or the equivalent.
- Experience with bibliographic software.
- Experience engaging and serving diverse user populations.
- Experience with Writing Centers, Libraries, or Technology Training.
- Understanding of current and emerging trends, concepts, and theories in higher education.

Salary

Salary: minimum \$37,000 and/or commensurate with experience.

Rank

This is a full-time, 12-month, 1-year appointment.

Benefits

- 24 days of annual leave per year
- 12 days of sick leave per year
- 12 paid holidays and scheduled administrative closing days
- 80% of health and life insurance paid by the state
- Choice of retirement programs
- Relocation assistance
- Professional development funding
- Tax-deferred income plans and more

Application Procedures

Interested applicants should prepare and submit the information below:

- A letter of application/interest
- A current curriculum vitae
- The names, addresses, telephone numbers, and e-mail addresses of three references

Review of applications begins on June 14, 2017 and continues until the position is filled.

Applicants must submit applications electronically through the UTC Faculty Career Site at:

https://ut.taleo.net/careersection/utc_faculty/jobdetail.ftl?job=17000000PT

Additional Information

- For information about UTC and the Library, please visit www.utc.edu and www.utc.edu/library.
- For information about Chattanooga, please visit www.chattanooga.org or www.chattanooga.gov.