

POSITION DESCRIPTION
Learning Resources Center Technology Coordinator / Faculty

General Description

The LRC Technology Coordinator / Faculty assists in providing a quality learning environment to enhance teaching / learning activities in the College of Nursing, Health, and Human Services Nursing Learning Resource Center with the primary focus on the technology component. The LRC Technology Coordinator / Faculty reports directly to the Director of the LRC and maintains a collaborative relationship with administrators, faculty, and staff within the College of Nursing, Health, and Human Services.

Qualifications

1. A master's degree in nursing from a regionally accredited institution
2. Bachelor's degree (master's degree preferred) in instructional design, information technology, computer science, MIS or a related field, or related experience
3. Current licensure to practice professional nursing in Indiana
4. Nursing skills competency and experience with students in nursing education within a university / college setting
5. Minimum of two years teaching experience in a school of nursing
6. Commitment to the philosophy of the College of Nursing, Health, and Human Services and the programs within the College
7. Demonstrated organizational, communication, and technological skills
8. Commitment to facilitate faculty and student learning activities
9. Knowledge of appropriate educational / technological resources within the University and the community

Responsibilities

- A. Academic Affairs
 1. Promote the utilization of instructional technology in the nursing programs
 2. Formulate procedures and forms related to technological functions of the LRC
 3. Develop and update documentation relative to instructional technology
 4. Serve as consultant for technology resources for nursing program faculty, staff and students for on campus and off campus delivery including development and evaluation of technological materials
 5. Serve as the nursing representative on the Center for Instruction, Research, and Technology Advisory Committee
 6. Process faculty requests for previews of media
 7. Coordinate scheduling of rooms for nursing building
 8. Assist with preparations and set ups for skills / lab modules / workshops per request of faculty / students

- B. Faculty and Student Affairs
 1. Incorporate knowledge of teaching / learning styles in technology implementation
 2. Maintain shared student and personnel email lists
 3. Communicate LRC information to faculty / staff / students as needed (i.e., new acquisitions)
 4. Manage Portal Announcements for nursing majors
 5. Manage College of Nursing, Health, and Human Services listserv including quarterly e-newsletters
 6. Manage Qualtrics forms utilized for inquiries, reservations, scholarship applications, opportunity for improvement, change of major, and governance issues for the College of Nursing, Health, and Human Services as requested
 7. Assist in providing an organized, appealing teaching / learning environment for faculty and students
 8. Orient new faculty / staff / students to the technological aspects of the LRC

9. Assist faculty / staff / students with media equipment troubleshooting
10. Serve as resource person for students in independent practice of nursing skills in the LRC
11. Assist with maintaining current resource texts and materials for faculty and students
12. Fulfill faculty responsibilities (as assigned in cooperation with Director of LRC and Dept. Chairpersons)

C. General

1. Maintain College of Nursing, Health and Human Services web sites, in accordance with University policies
2. Manage College of Nursing, Health, and Human Services Sharepoint site
3. Manage Nursing Sharepoint site
4. Maintain College of Nursing, Health, and Human Services social media site(s)
5. Serve as liaison for the nursing building and the Office of Information Technology
6. Maintain a comprehensive database of information on the location and characteristics of information technology hardware in the nursing building and ISU holdings in the Landsbaum Center for Health Education
7. Assist with distribution and retrieval of learning materials
8. Manage OIT printing hub in nursing building
9. Maintain security of LRC supplies / equipment
10. Function in accordance with College and University policies, guidelines, and regulation.
11. Serve on appropriate College of Nursing, Health, and Human Services, University, nursing, and community committees.
12. Perform related duties as negotiated with the Director of the LRC