Skylab Technology Manager

The University of West Florida Libraries Department of Digital and Learning Technologies is a dynamic fast moving technology oriented department based out of the Pensacola Campus of the University of West Florida and providing a wide range of technology related IT services for the University of West Florida's Libraries. The department is currently conducting a search for a creative and patron-oriented SkyLab Technology manager. The Skylab technology manager will be needed to provide a wide range of desktop and web-related technology support for the brand new University of West Florida Libraries John C. Pace Library fifth floor student Skylab technology classroom, multimedia studio and media conversion center scheduled to open, Fall 2010.

Position Requirements: Dynamic range of technological service assistance duties from basic student desktop support to assistance with online, web and multimedia projects to audio/video media conversion help for the libraries newly funded fifth floor Skylab. Working under the supervision of the Head of Digital Services and Learning Technologies, the Skylab Technology manager will be a creative, flexible and service-oriented individual who will serve as the primary support for the libraries' new Skylab technology center. Secondary duties of this position include providing assistance to the libraries digital technologies department with basic web maintenance duties, library web projects and backup desktop support for the main floor information commons. Excellent oral, written and interpersonal skills and patron centered problem solving approach required.

Minimum Qualifications: A high school diploma and dynamic creative portfolio of web/digital design work and experience and/or desktop/multimedia lab support. Appropriate college/university degree or vocational/technical training may substitute for experience or online work experience.

Preferred Qualifications: Creative digital media background/customer/patron service experience, relevant BA, BS or Masters degree with a spectrum of the following software and technical abilities: Dreamweaver (XHTML/CSS), Flash, multimedia, Adobe Creative Suite, Web 2.0, digital video, audio/video conversion software, desktop support, basic online forms, digital video editing software (Final Cut or Sony Vegas, Lightroom). Hours are regularly 8:00 am. to 4:30 pm but may include both nights and weekends and supervision of student workers.

Applications will be accepted until the position is filled. More information on the library is available on the library website here: http://library.uwf.edu More information on the new Skylab and background to this exciting new center is available here http://library.uwf.edu/UWFlibrariestechfeeproposal.pdf . Applicants should apply online at https://jobs.uwf.edu . Preferred response date is by June 1st 2010. Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to respond is requested to advise UWF by contacting the UWF ADA Office at 1-850-473-7469 (Voice) or 1-850-857-6114 (TTY). Applicants will be required to attach a cover letter, resume, list of online work accomplished with live links to at least three online projects/sites. Salary Competitive; generous benefits package and tuition remission available. University of West Florida, Pensacola, FL 32514-5750

UNIVERSITY OF WEST FLORIDA LIBRARIES

JOHN C. PACE LIBRARY

Position Justification
April 2, 2010

TO: **Dr. Chula King**

                Provost

SUBJECT: **Skylab Multimedia/Information Literacy Lab Manager Position Search Request**

With the recent award of the university technology fee for the libraries new Skylab information literacy, multimedia and audio/video conversion facility the libraries are uniquely poised to enter a new level of service provision for the wider UWF community. Along with this possibility, there is in parallel a position vacancy opportunity to reconfigure an existing position vacancy with a new appointment that will be critical to the success and efflorescence of the libraries exciting new planned center. With the recent departure and internal UWF transfer of an Information Specialist/Web Developer, there is both a challenge to fill an existing set of needs but also opportunity to create a dynamic new library position reconfiguring the previous role for the exigencies of the new lab. Because the responsibilities of the previous vacant position variously overlap in skill sets needed for the upkeep and maintenance of the libraries web infrastructures, the library is asking for authorization to reconfigure the previous position vacancy and initiate a search for a dynamic new and creative Skylab lab manager's position and to begin the search as soon as possible.

Background Rationale:

Under the supervision of the Head of Digital and Learning Technologies, this dynamic new position will be responsible for providing the main patron/student service point for the libraries new Skylab information literacy/multimedia lab and audio/video conversion centre. Secondary duties of this position range from assisting with the assurance, accuracy and daily maintenance of the UWF Library's website in a web developer's capacity to providing desktop backup support for the main floor information commons to creatively participating in the creation of unique new library web applications such as the libraries weblog "Books and Bytes" and secondary support to library faculty and staff.

The workload in the department of Library Digital and Learning Technologies continues to expand as the library steps forward in automating the wider environment, facilitating a higher level of digital support for students and faculty and providing crucial technical desktop support assistance for wider library faculty and staff.

The Skylab Information Literacy/Multimedia Lab manager is a key new position for conducting critical student/faculty support work needed to support the libraries new Skylab initiative and empowering patrons in utilizing new multimedia application possibilities for student projects ranging from audio/video conversion to basic desktop support and website production for the libraries new Skylab. This unique position may also serve as a new benchmark for the libraries that may be explored for wider adoption by our libraries. Enabling this position enables our students to take advantage of new system hardware/software infrastructure allocations to enhance projects, create digital resources and act as a further resource bridge to identify wider university areas that may find synergies with this lab to begin to formulate wider bridges between divisions and internal relevant library instructional programs

Without this support person, it will be difficult for the department to keep the current level of support, productivity, innovation and infrastructure support for critical current projects and systems. To note, digital and learning technologies is one of the newest but also smallest library departments with a very large and ever increasing range of technological duties, expectations and library wide internal and external service roles on a number of mission critical library and university levels.

Please let me know if you approve our initiating the search as soon as possible as we wish to initiate this search immediately to have this position in place for the Fall launch of the Skylab. Thank you for your consideration.