UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Assistant Director, Library Technology Spaces

DIVISION: Academic Affairs (Library)

REPORTS TO: Director of Innovation & Entrepreneurship

GRADE: 12

SUPERVISES: Staff, graduate, and undergraduate students

BASIC FUNCTION:

Act as operational lead for the URI Libraries' technology-driven initiatives and experiential learning spaces. Ensure the Labs meet the current needs of the university community as a steward of our lab assets. Provide organizational and day-to-day management of relevant spaces including oversight of student staffing, equipment maintenance and inventory, budget oversight, and data and reporting. Lead and assist in engagement of the university community through development of academic and informal programming, as well as participation and partnership in relevant cross-campus initiatives.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Support the academic potential of the libraries' technology spaces through library-led and partnership driven research and instruction opportunities.

Evaluate new in consideration of library and University objectives and goals, including State workforce development needs.

Support strategic planning, including data and promotional materials for grant proposals, and data-driven decision-making for ongoing needs/upgrade assessments.

Manage student workers through positive examples and implement our train-the-trainer model, developing their skills and capabilities to meet the needs of current and future workforce.

Manage educational integration and the volume of credit-bearing students and unique interdisciplinary projects. Work with cross-disciplinary faculty.

Build a culture that guides the enhancement of existing skill sets to address new needs and skill-gaps.

Responsible for monitoring operations and coordinating the repair and maintenance of equipment and other technical needs.

Create training manuals, procedures, and checklists for efficient and safe use of equipment.

Host visits and/or initiate tours for a wide range of audiences.

Plan, produce, and manage programs, events, and workshops including the development of content to support special outreach programs.

Coordinate and maintain software licenses in collaboration with URI ITS.

Manage vendor relations for purchases and maintenance contracts.

Compile, evaluate, and report on usage statistics to determine effectiveness/efficacy of spaces and programs.

Perform general planning for the budget, resources, and future operations.

Order and maintain supplies and consumables using university procurement systems and purchasing procedures.

Develop and implement multiple platform-based communication strategies.

Offer consultation hours as needed.

OTHER DUTIES AND RESPONSIBILITIES:

Perform other duties as assigned by the Director.

LICENSES, TOOLS, AND EQUIPMENT:

VR/XR systems, fabrication technologies and equipment, Adobe Creative Suite.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions

QUALIFICATIONS:

REQUIRED: Bachelor's Degree; Minimum five years of experience working with technology in an educational setting; Demonstrated understanding of the integration between technology, learning, and collaboration across disciplines; Demonstrated experience with relevant technologies (i.e., fabrication, design, robotics, sciences, programming, and computation, etc.); Demonstrated ability to learn and apply new technologies and to assist others in learning them; Demonstrated management experience; Demonstrated strong verbal and interpersonal communication skills; Demonstrated proficiency in written communication skills; Demonstrated ability to balance multiple priorities in a deadline-driven environment; Demonstrated attention to detail and organizational skills; and, Demonstrated ability to work with diverse groups/populations.

PREFERRED: Bachelor's degree in a STEAM-related field; Demonstrated library and/or academic experience; Demonstrated budgeting experience; Demonstrated experience working with undergraduate and/or graduate students; Demonstrated experience in program development and management; Demonstrated ability to interpret and apply institutional policies, plans, objectives, rules, and regulations and to communicate that to others; and, Demonstrated experience with VR technologies.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.