Lancaster Theological Seminary
LIBRARY ASSOCIATE FOR ONLINE LEARNING & DIGITAL PROJECTS

Department: Library
Direct Supervisor: Seminary Librarian
Status: Full-time, nonexempt position

General Job Description:
Supports and administers the online learning environment (Moodle) by responding to support requests from students and faculty, providing training, producing and maintaining tutorials, and by collaborating with full-time staff who also provide support. Implements initiatives to digitize and make accessible unique, rare, and at-risk items in the library’s collections. Manages the library’s participation in collaborative digitization initiatives with other libraries and archives. Contributes to the development and maintenance of virtual exhibits. Facilitates and supports records transfers from seminary departments to the seminary archives.

Prerequisite Skills:
The requirements are representative of the knowledge, skill, and/or ability required. They include: college degree or equivalent; demonstrated proficiency with computers and technology, particularly Microsoft Office and Google applications; comfort with scanners and similar equipment; demonstrated skills in problem solving, written and oral communication, organization, and time management; adept at working flexibly in a team environment; ability to work in a multi-cultural and diverse environment.

Desirable Skills:
Experience with online learning environments as a teacher or student; experience creating and/or publishing online content; experience providing support for computers or IT; knowledge of A/V systems and other technologies for capturing and editing images and sound; experience working with databases and creating metadata

Essential Job Functions:
Support and administer Moodle
- Respond to and track support requests from students and faculty
- Report bugs and system errors to the hosting service provider when appropriate
- Maintain online training resources for both students and faculty
- Develop video tutorials, FAQs, and digital handouts
- Instruct and advise faculty on course design by request
- Synchronize course enrollments with the student records system and maintain user accounts
- Create and update community information sites (e.g., orientation, graduation, course registration) as needed
- Participate in preparation for annual system upgrades

Implement digital projects
- Support the creation of original digital content captured by audio and video recording equipment
- Digitize print resources identified by the seminary librarian
- Upload files to the seminary’s digital archive powered by Omeka
- Create appropriate metadata for content added to the digital archive
- Create and maintain virtual exhibits in collaboration with the seminary librarian
- Support the seminary’s participation in collaborative digital projects; for example, the Atla Digital Libraries Project and Atla’s Research in Ministry database
Facilitate and support the records management program
- Upload born-digital documents to the seminary’s records repository powered by ResourceSpace
- Create appropriate metadata for content added to the records repository
- Digitize select print records and upload to the records repository
- Instruct and support staff use of the records repository

**Secondary Job Functions:**
Support daily library operation as assigned
Participate in seminary committees as required
Attend library and seminary staff meetings
Other duties as assigned

**Supervisory Responsibilities:**
None

**Environmental Demands:**
37.5 hours per week. Majority of work is indoors. Indoor work environment is temperature controlled. Regularly works with others.

**Mental Requirements:**
- **Reading/Writing/Math** – Complex reading and writing for reviewing support requests and consulting documentation. Math required in some support cases, e.g. setting up a gradebook.
- **Attention to Detail** – Close attention to detail for maintaining records, compiling files, data input, and responding to inquiries with accurate information.
- **Judgment/Decision Making** – Ability prioritize projects and support requests. Maintain confidentiality of individuals’ records and online classrooms.
- **Verbal and Written Communication Skills** – Frequent and essential, with ability to quickly organize and communicate thoughts and to understand communications from others.
- **Social Skills** – Capability to relate readily with students and faculty.
- **Planning and Responsiveness** – Ability to manage multiple projects and meet deadlines. Capable of responding to support requests in a timely manner.

**Physical Requirements:**
- **Hours of Work** – 37.5 hours per week. **Hours when classes are offered are Tuesday through Saturday.** Schedule adjustments may be made when classes are not in session or to accommodate special events that occur on a Monday.
- **Vision** – Ability to work with a computer, as well as handwritten and print matter.
- **Hearing** – Ability to understand verbal communication in person and over the telephone.
- **Clear Speech** – Ability to communicate clearly in person and on the telephone.
- **Lifting/Carrying** – Some lifting and carrying of files, printed material, and computers up to fifty pounds.
- **Pushing/Pulling** – Ability to push/pull desk and filing cabinet drawers, as well as small furniture.
- **Sitting** – Ability to sit for extended periods of time.
- **Reaching** – Ability to reach above shoulder and below shoulder at arms’ length.
- **Manual Dexterity** – Ability to use computer keyboards.
- **Regular Attendance** – Required to maintain support services.

**Tools and Equipment Used:** Phones, computers, printers, photocopiers, scanners, microform readers, cameras, microphones, A/V recording devices, Internet applications, network servers, virtual servers, and ancillary equipment.
Job Description Created: February 7, 2020