

GIS INSTRUCTIONAL TECHNOLOGIST: Job Description

St. Olaf College

Information and Instructional Technologies

June 2012

The GIS Instructional Technologist is a member of a team-oriented staff and shares in the responsibility of providing the St. Olaf community with academic computing services.

The GIS Instructional Technologist provides campus-wide leadership in integrating the use of geographic information systems in teaching, learning, and research. More specifically, this individual directs the use of GIS in Environmental Studies and promotes awareness of the uses of GIS across the disciplines.

Other important duties include developing a GIS mapping project for the St. Olaf property, providing GIS training to faculty, staff, and students, and managing GIS equipment and software. In addition, the GIS Instructional Technologist provides general instructional technology support to Environmental Studies by maintaining department office and lab equipment and assisting with academic software applications.

The GIS Instructional Technologist reports to the Assistant Director of Instructional Technology. This is a two-year, grant-funded position.

Qualifications:

- M.A., M.S., or M.L.S. degree or equivalent experience
- 2 to 5 years of experience using geographic information systems in an educational setting
- 1 to 3 years of experience providing instructional technology support to faculty and students in a college/university setting preferred
- Proficient with GIS applications (ArcGIS and MapInfo) and with Google Earth
- Familiarity with GPS, interfacing between GPS and GIS, remote sensing and image processing software (ENVI or Clark Labs)
- Strong background in supporting Windows/Mac OS and Microsoft Office applications
- Familiarity with academic software applications, including course management systems, statistics packages, multimedia applications, web publishing platforms, and other technologies used in higher education learning environments
- Experience designing and teaching workshops to groups as well as providing technical assistance to individual faculty, staff, and students
- Ability to plan and manage a research project
- Outstanding communication and interpersonal skills with strong customer service orientation and problem-solving abilities
- Ability to adapt quickly to changing priorities and emerging technologies and to manage multiple tasks simultaneously
- Ability to work independently as well as collaboratively in a team environment

60%—GIS AND INSTRUCTIONAL TECHNOLOGY SERVICES

- Provide leadership and coordination for integrating GIS into teaching, learning, and research across the disciplines.
- Develop a GIS mapping project for the Environmental Studies Department for the St. Olaf property, including the main campus, natural and agricultural lands. This project will provide an overview of research and other land use and will be available through the St. Olaf web site.
- Manage the GIS Lab in Environmental Studies, including project supervision, hardware maintenance, and software installation and troubleshooting.
- Work with library staff on data set selection and integration with GIS tools and assist faculty in developing projects using these data sets.
- Serve as the IIT Staff Liaison to Environmental Studies. Duties include:

- Consulting with the department chair and faculty on a regular basis to develop GIS projects and integrate GIS into teaching and research in Environmental Studies
- Installing department and lab software
- Arranging special workshops and sessions of interest to the Environmental Studies department
- Supervising the student computing assistants as needed
- Researching, reviewing, and testing new applications and technology ideas applicable to the Environmental Studies department
- Coordinating the installation of department labs
- Coordinating the installation of new faculty hardware, including physical set up, data transfers, and special software installations

- Serve as the IIT Staff Liaison to other departments as time permits.
- Provide consulting services to St. Olaf faculty, staff, and students to assist in developing ideas for innovative projects involving GIS.
- Organize workshops, open labs, and other campus presentations to demonstrate the use of GIS across the disciplines and to provide hands-on training to faculty, staff, and students.
- Serve as the IIT contact for GIS at local, regional, and national instructional technology conferences.

25%—SOFTWARE AND SUPPORT SERVICES

- Responsible for evaluating, testing, documenting, supporting and maintaining academic desktop and server-based applications. Duties may include installing software on the server and on user computers, setting up the applications for end-users, writing documentation, tracking licensing, monitoring use statistics, troubleshooting problems, etc.
- Work with the IIT staff to provide documentation and handouts for the programs and services available through IIT.
- Respond to phone, walk-in, and Helpdesk inquiries in a timely fashion.

10%—IIT STAFF WORK

- Attend all staff meetings.
- Participate on IIT teams as assigned.
- Evaluate new technologies and software appropriate to St. Olaf.
- Prepare monthly activity reports.
- Participate in group projects.
- Perform other duties as requested by the Assistant Director of Instructional Technology.

5%—STUDENT EMPLOYEES

- Select, train, supervise and review student employees who work in the GIS Lab, assist faculty with GIS projects, and help with GIS workshops.

CONTACTS

The GIS Instructional Technologist interacts with faculty, students, and staff on a daily basis. He or she also interacts with Deans and Department heads as needed.

WORK SCHEDULE

The GIS Instructional Technologist is a full-time position, 2 year temporary position. Some evening and weekend hours may be required.