

# UNIVERSITY OF NORTHERN IOWA

## POSITION ANNOUNCEMENT

**POSITION TITLE:** Instructional Design Specialist

**DEPARTMENT:** Library

**APPOINTMENT TYPE:** 12 Month, Probationary, Pay Grade III

**PRIMARY FUNCTION:** Consults with library employees in planning, designing, and integrating electronic and multimedia technologies into the library instruction program; provides research and informational assistance to library users while staffing the general reference desk; creates and maintains Help files and information web pages related to the use of electronic resources through the metasearch engine; contacts vendors regarding library subscription database features; identifies new research tools and services applicable to library reference and instructional services; presents instructional sessions and tours to students as part of the library's instructional program; and teaches undergraduate courses in distance learning, web design for the school library, and selection and integration of materials as needed.

### CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Consults with library employees in planning, designing, and integrating electronic and multimedia technologies into library instructional presentations; actively seeks information about trends, and advises library employees on the latest trends in instructional design and technology; offers to demonstrate instructional technology software to librarians and staff; assists librarians in planning and integrating innovative instructional design into their instructional sessions; and teaches undergraduate courses in distance learning, web design for the school library, and selection and integration of materials as needed.
2. Provides research and informational assistance to library users while staffing the general reference desk as scheduled during afternoon and evening hours; instructs researchers in techniques of online searching, including the use of metasearch engines, connecting to specific databases, basic use of search commands, developing search strategies, and selecting appropriate results; interprets information found in a broad range of electronic and print reference resources to answer complex questions; and supervises department's student assistants during late afternoon and evening hours when regular supervisor is not on duty.
3. Creates and maintains Help files and informational web pages related to the use of electronic resources through Panther Prowler metasearch engine (MetaLib); researches vendor websites and databases to determine existence of database search and content information, and maintains current web links to this information; identifies database features that the library may wish to turn on, and contacts vendors after consulting with librarian who coordinates electronic reference services.
4. Investigates and identifies new research tools and services applicable to library reference and instructional services, and informs departmental librarians and staff of them, through presentations and electronic communications.

**NECESSARY QUALIFICATIONS:** Master's degree in media, library science, or educational technology, including coursework in multimedia design, instructional design, or educational technology plus at least one year of experience in multimedia design, instructional design, educational technology, or library instructional work required. Weekend and evening work also required. Criminal and other relevant background checks required.

**APPLICATION PROCESS:** Send cover letter, resume, and names, addresses, and telephone numbers of three references to: Instructional Design Specialist Search Chair, Human Resources, 027 Gilchrist, UNI, Cedar Falls, Iowa 50614-0034. Fax 319-273-2927. Email: [HRS-Applications@uni.edu](mailto:HRS-Applications@uni.edu) UNI is a smoke free campus.

**THE UNIVERSITY OF NORTHERN IOWA IS AN EQUAL OPPORTUNITY EMPLOYER WITH A COMPREHENSIVE PLAN FOR**

**AFFIRMATIVE ACTION.**