POSITION VACANCY ANNOUNCEMENT

POSITION: Instruction Consultant and Training Program Coordinator

REPORTS TO: Assistant Program Director for Human Resources

SALARY: $47,000 annually; Actual salary will reflect selected professional’s experience and credentials

REQUISITION #: 0807416

DEADLINE DATE: April 15, 2011 – Applications will be reviewed as they are received.

PLEASE NOTE: Please note that this posting has specific instructions for the submission of application materials - see our website at: http://web.uflib.ufl.edu/pers/StaffPositions.html or the APPLICATION PROCESS section below for further details. Failure to submit the required documents may result in the application not being considered.

JOB SUMMARY:
The Instruction Consultant and Training Program Coordinator works in collaboration with and under the supervision of the Assistant Program Director for HR in managing the Smathers Libraries training and development efforts including assessing needs, establishing curriculum and evaluating outcomes. This position will be responsible for designing and assisting in the delivery of library-specific trainings for 300 library staff and faculty, as well as coordinating trainings offered through professional organizations, the UF Training and Development Office, and other sources. The Instruction Consultant and Training Program Coordinator also serves as consultant and instructional design and delivery expert for 80 library faculty, including subject specialists and instruction librarians, and staff in order to improve the quality and effectiveness of instruction provided by the Libraries to the University. This position will provide expertise, training, coaching and consultation on instructional efforts including the preparation of resources and supportive materials to facilitate traditional, online and hybrid learning; improve access for remote users; and expand the effective use of educational tools such as asynchronous and synchronous technologies, screen capture, video conferencing, video tutorials, webinars, and online discussions and chat, and new technologies as they become available.

RESPONSIBILITIES:

Training and Development Coordinator
Contributes to the assessment of library-wide training and organizational needs and the development of strategies to meet these needs. Designs and establishes the curriculum for a need-based and outcome-oriented training and educational program for 300 faculty and staff at the Smathers Libraries, to develop, maintain and enhance their professional skills and knowledge and increase their capacity for professional development. Develops creative strategies for program delivery that may include in-house
(library and campus) design and implementation, professional services, use of existing and developing technologies, collaborative efforts with other organizations to leverage resources, self-pace learning modules, or other innovative methods. Establishes evaluative measures to assess the effectiveness of programs. Works with the Staff Competencies Index and training records through the Libraries’ instruction and training database to support program management and effectiveness. Serves as an active member of the Library HR Office.

**Instruction Consultant**
Serves as consultant and instructional design expert for library faculty (including subject specialists and instruction librarians) and staff seeking to improve the quality of instruction provided by the Libraries. Provides expertise, instruction, coaching and consultation on instructional efforts including the preparation of resources and supportive materials to facilitate traditional, online and hybrid learning; improve access for remote users; and expand the effective use of educational tools such as asynchronous and synchronous technologies, screen capture, video conferencing, video tutorials, webinars, and online discussions and chat, and new technologies as they become available. Advises the Libraries on evaluative measures to assess the effectiveness of the Libraries’ instruction program and to improve delivery. Serves as an active member of the Libraries Instruction Committee.

**Personal Professional Development**
Maintains professional contacts, reviews appropriate literature and seeks other opportunities to keep abreast of new developments in the areas of training, development and communication.

**QUALIFICATIONS:**

**Required:**
Master's degree in an appropriate area of specialization; or a bachelor's degree in an appropriate area of specialization and two years of appropriate experience.

**Preferred:**
1. Knowledge of adult learning theory and practices, including design, development, delivery, evaluation and analysis;
2. Expertise in educational technologies and instructional design for instruction and distance education;
3. Experience with a needs-based and outcome-oriented training and development program;
4. Ability to design visual communication materials and active learning techniques to enhance instruction;
5. Excellent written and verbal communication skills;
6. Strong customer service orientation;
7. Ability to work effectively with diverse groups to achieve objectives;
8. Ability to organize and manage complex activities and to complete assignments in a timely fashion with attention to detail and accuracy;
9. Graphic and web design skills;
10. Relevant experience in higher education;
11. Experience working in an Academic Research Library.

**THE UNIVERSITY OF FLORIDA**
The University of Florida (UF) is a major, public, comprehensive, land-grant, research university. The state's oldest and most comprehensive university, UF is among the nation's most academically diverse public universities. UF has a long history of established programs in international education, research and service. It is one of only 17 public, land-grant universities that belong to the [Association of...](#)
American Universities. UF traces its beginnings to a small seminary in 1853 and is now one of the largest universities in the nation, with more than 50,000 students. For more information, please consult the UF homepage at http://www.ufl.edu.

The George A. Smathers Libraries is a member of the Association of Research Libraries, the Center for Research Libraries, the Research Libraries Group, and LYRASIS. The library staff consists of more than 400 FTE librarians, technical/clerical staff and student assistants. The George A. Smathers Libraries organizational chart is available at: http://www.uflib.ufl.edu/backpage.html. For more information about the Libraries, please visit http://www.uflib.ufl.edu.

LIBRARIES HUMAN RESOURCES
It is the mission of the Library Human Resources Office to promote and encourage a work environment that is recognized for the respect and dignity shown toward the staff. This is accomplished by successfully recruiting and retaining staff that appreciate the goals and objectives of the library; creating a training program committed to continuing education and staff development; establishing performance objectives responsive to department needs and challenging to employee skills; providing confidential employee and career counseling that maximizes utilization of skills; and cordially overseeing the completion of personnel related paperwork which affects an individual's employment status.

COMMUNITY:
Gainesville, Florida and the surrounding community are home to approximately 240,000 people and both the University of Florida and Santa Fe College. Situated just over an hour from the Gulf of Mexico and the Atlantic Ocean, the city is surrounded by over 40 nature parks, including many spring-fed lakes and rivers. In 2007, Gainesville was ranked as the “Best Place to Live and Work” by Frommer’s Cities Ranked and Rated and as one of the “Best Places to Live and Play” by National Geographic Adventure. Gainesville is known as an innovative municipal government and an innovative city. Gainesville continues to receive national recognition as a top-rated city. Some of Gainesville's accolades are listed at the Gainesville Awards and Recognition link. The area has numerous cultural institutions and is a haven for sports fans. Jacksonville, Orlando, Tampa, Tallahassee, and St. Augustine are all within a two hour drive.

BENEFITS:
Twenty-six vacation days, nine paid holidays, and thirteen sick leave days annually; retirement plan options; insurance benefits; tuition fee waiver program; no state or local income tax. Prospective employees should review the information about employment at UF available at http://www.hr.ufl.edu/training/neodefault.asp.

APPLICATION PROCESS:
The University of Florida is an equal opportunity employer and is strongly committed to the diversity of our faculty and staff. Applicants from a broad spectrum of people, including members of ethnic minorities and disabled persons, are especially encouraged to apply. As part of the application process, applicants are invited to complete an on-line confidential and voluntary demographic self-disclosure form which can be found at: http://www.hr.ufl.edu/job/datacard.htm. This information is collected by the University of Florida's Faculty Development Office to track applicant trends and is in no way considered by the Smathers Libraries in the selection process.

If you are interested in this position please complete the application form online at http://jobs.ufl.edu referring to requisition number 0807416.
If you are interested in this position please complete the application form online at http://jobs.ufl.edu referring to requisition number 0807416. Please also submit the following application materials as e-mail attachments (MS-Word or PDF format preferred) to Tina L. Pruitt, Smathers Libraries Human Resources Office, at tpruitt@ufl.edu: a cover letter which includes references to or examples of specific relevant work products and details your interest in and qualifications for this position; a written statement regarding “How to develop instructional priorities and to assess instructional outcomes at an organizational level” in 500 words or less; your current resume; as well as a list of three references including address, telephone and email information. Apply by April 15, 2011 (applications will be reviewed as received).

For further details about this position please contact Tina L. Pruitt at (352) 273-2595 or tpruitt@ufl.edu.