



## Job Description – Associate Director for Research and Instructional Technology Services

Department: Library

Reports to: Director of Library

---

### **Position Summary**

New York University is seeking an Associate Director for Research and Instructional Technology Services at the NYU Shanghai Library. NYU Shanghai is the first Sino-US higher education joint venture to grant a degree that is accredited in the US as well as in China. A research university with liberal arts and sciences as its core, it resides in one of the world's great cities that is also a vibrant intellectual community. NYU Shanghai will recruit scholars who are committed to our global vision of transformative teaching and innovative research.

New York University has established itself as a Global Network University, a multi-site, organically connected network encompassing key global cities and idea capitals. The network has three degree-granting campuses – New York, Shanghai, and Abu Dhabi – complemented by 12 additional academic centers across five continents. Faculty and students circulate within the network in pursuit of common research interests and cross-cultural, interdisciplinary endeavors, both local and global.

The Library of NYU Shanghai will deliver and coordinate a wide range of academic services that support the teaching, learning and research of NYU Shanghai faculty and students. Drawing on the resources of the libraries at NYU New York, the NYU Shanghai library provides an opportunity to create a forward-looking 21st century library program and facility to serve a culturally diverse and academically talented population.

The Associate Director of RITS at NYU Shanghai leads and coordinates support for academic computing services and research/digital services for faculty and students. The incumbent manages the delivery, integration, and support of systems, technology, and equipment within the library and its satellite spaces. Working directly with the NYU Shanghai faculty, the Associate Director of RITS coordinates faculty support, training and development for a variety of instructional and research services, including learning management systems, e-reserves, digital research and scholarship, instructional pedagogy, and digital media production services for audio, visual, and image projects to enhance teaching and research.

The Associate Director for RITS works closely with NYU Shanghai IT who provide the technical infrastructure, network services, desktop and classroom support at NYU Shanghai, NYU ITS and NYU NY Division of Libraries. The incumbent reports to the Director of the NYU Shanghai Library.

### **Principal Duties**

- Provide expert guidance, administrative oversight, and management for library information technology services, in coordination with NYU NY.
- Work closely with faculty to understand the ways that digital materials are used in the classroom and for delivering content and functionality in response.

- Coordinates with the Director of IT to oversee the specification, installation, management, and support of all technology in library teaching spaces.
- Manage the work of the RITS staff, foster professional development, collegial relationships and continuing education needs.
- Work collaboratively on the development and implementation of technology equipment, software profiles, programs, training and other services at the library to support technologically intensive research and teaching as well as the creation and use of media in teaching and course-related activities.
- Serve as liaison with other IT managers on campus, the Division of Libraries and the GNU to consult on technology-enhanced environments.
- Partner with academic deans, faculty, and academic service leaders to develop coordinated technology programs and services for faculty and students.
- Support and facilitate faculty innovation, connecting learning resources, curricula, and scholarly opportunity with appropriate academic technologies.

### **Required Qualification**

- **Required Education**

- ALA-accredited MLS or ALA-recognized international equivalent or Master's degree in Information Technology, Instructional Technology or closely-related academic discipline

- **Required Experience**

- Minimum of 3 year's significant and progressively responsible management experience in an academic library in a technical setting or comparable academic computing support service
- Experience in planning, designing and delivering technology-enriched learning environments in a university setting

- **Required Knowledge, Skills, and Abilities**

- Ability to manage and oversee complex projects in a team environment and communicate complex issues and perspectives across a global network
- Demonstrated supervisory and management skills
- Record of developing and managing innovative and effective learning and research technology services for a diverse community of learners and researchers
- Demonstrated excellent verbal and written communication skills
- Demonstrated knowledge of current and future trends in information technology, specifically related to academic computing, instructional technology, library services, and trends in teaching and learning, including E-learning
- Strong analytical, interpersonal and problem-solving skills
- Strong team-building skills and the ability to work well with a wide variety of faculty and academic disciplines
- Knowledge of a wide range of library and information technology resources, services and trends

### **Preferred Qualifications**

- Experience working in a research university or other large academic institutions
- Experience with learning management systems, products and environments
- Prior international experience
- Highly desirable Chinese language skills and some familiarity with Chinese culture
- Experience working in a culturally diverse environment
- Knowledge and understanding of instructional design, effective use of academic and web 2.0 technologies, video and web conferencing, video production, and design of learning environments, both physical and virtual

### **Salary\Benefits**

Excellent benefits include vacation package, relocation assistance and a generous retirement package. Salary commensurate with experience.

### **To Apply**

To ensure consideration, send CV and letter of application, including the name, address, and telephone number of three references to: Enrique Yanez, Assistant Dean for Human Resources, New York University Libraries, 70 Washington Square South, New York, NY 10012 or via email to [libraries.careers@nyu.edu](mailto:libraries.careers@nyu.edu). CVs will be considered until the position is filled.

*NYU's Division of Libraries embraces diversity and is committed to attracting qualified candidates who also embrace and value diversity and inclusivity. NYU is an EOE/AA/Minorities/Females/Vet/Disabled/Sexual Orientation/Gender Identity Employer.*