

**Technology Coordinator Description:** The Technology Coordinator supports the use of technology in IHUM courses, and acts as the first line of in-class technological support to the faculty. The candidate for this position will be selected and supervised by the IHUM central staff based on technological experience. The Course Coordinator may be offered this role.

The Technology Coordinator should expect to spend up to 30 minutes before and 30 minutes after each lecture preparing, setting up, and returning any needed technologies, 1-2 hours a week managing the CourseWork site, and a variable amount of time communicating with the faculty (and IHUM academic technology staff) regarding their technology needs throughout the quarter. S/he should also visit the assigned lecture hall at least once prior to the beginning of the quarter to examine the space and its smart panel setup.

Before the start of the quarter, Technology Coordinators are required to attend a targeted training session with the Registrar's Classroom Technology staff on in-class technology. The training session will provide basic instruction focused on the use of classroom technology, Smartpanels, overheads, and microphones (wired and wireless). Tech Coordinators will also be required to attend any additional session(s) with the IHUM academic technology staff on CourseWork. The Tech Coordinator will also receive a "technology kit" from IHUM's academic technology staff, which will include the equipment necessary for the job.

Areas of responsibility for the Technology Coordinator include:

#### **Addressing Technological Course Needs**

The Technology Coordinator should proactively identify and implement requests for any technologies, especially those not easily available and informing the IHUM academic technology staff of these needs in a timely fashion. For example:

- Recording individual lecture sessions (audio or audiovisual)
- Using overhead projectors
- Using slide projectors
- Procuring additional microphones (and tables, etc.)
- Providing, if needed, laptops for limited checkout to faculty
- Procuring media (VHS or DVD) for in-class viewing

#### **CourseWork Management**

- Requesting the import of any course material from previous CourseWork sites, including the syllabus and PowerPoint presentations (if desired or applicable), and abiding by Fair Use guidelines in doing so
- Coordinating with your teaching team to determine the use of discussion tools (if any)
- Creating and releasing any paper assignments to the students
- Knowing how to retrieve submitted papers, and relaying these instructions to the team
- Uploading or porting any desired course materials
- Keeping up-to-date with any announcements or schedule changes that occur

#### **Faculty Communication**

- Communicating regularly with faculty members to ensure their in-class technology needs for the quarter are met
- Ensuring that you are able to support their computer, regardless of platform, for in-class presentations