MOUNT
TAMALPAIS
COLLEGE

Mount Tamalpais College
Director of IT and Library Services

Full time (1 FTE), salary and benefits
San Rafael, CA
Salary: $100,000-$120,000
Start Date: ASAP (flexible)
Location: Currently remote; ordinarily at San Rafael office and at San Quentin Prison

The mission of Mount Tamalpais College is to provide an intellectually rigorous, inclusive Associate of Arts degree program and college preparatory program, free of charge, to people at San Quentin State Prison; to expand access to quality higher education for incarcerated people; and to foster the values of equity, civic engagement, independence of thought, and freedom of expression. Mount Tamalpais College is a national leader in providing quality higher education opportunities to incarcerated people and in expanding access to higher education within California's prison system and nationwide. In recognition of our work the organization was awarded the 2015 National Humanities Medal by President Obama.

Mount Tamalpais College is currently in a period of tremendous growth. After twenty years of operating a robust higher education extension site degree program at San Quentin, the organization is seeking independent accreditation. This major step requires the building out of extensive infrastructure, including in the realms of institutional effectiveness, data management, and information technology, among other critical systems.

In an environment of extreme technological scarcity, the Director of IT and Library Services will build and maintain the IT infrastructure of the college inside the prison and develop systems for students to access digital and physical library resources. While under normal circumstances, all instruction is carried out face-to-face, this work will also include developing systems, processes, and technological resources that will allow delivery of classes online and support for in person

classes. The Director of IT and Library Services will also oversee computer literacy training programs, including curriculum development, faculty recruitment and supervision, and may participate in instruction. This position requires versatility and ingenuity, as well as communication with a broad range of stakeholders, including incarcerated students, college staff and faculty, and custody and non-custody prison staff. This is a fledgling program area for Mount Tamalpais College that will require the ability and willingness to carry out a broad range of tasks, from the more highly skilled to the more menial.

Core areas of responsibility include:
- **Managing computers and other technology**
  - Maintaining laptops by tracking all inventory and distribution of equipment; diagnosing and addressing technical problems; and managing updates for operating systems and software.

- **Library Services**
  - Supporting instructors in accessing open educational resources, and other electronic course content.
  - Maintaining a common digital library (in Workspace One)
  - Maintaining a library of digital resources for student computers
  - Facilitate offline student access to databases such as Project Ithaka's version of JSTOR (stored in Workspace One)
  - Download content to support student research
  - Maintain and make available a small library of print resources

- **Instruction and curriculum development**
  - Teaching and overseeing courses on computer literacy and information literacy
  - Coaching individual students on using technology and conducting research
  - Facilitating relevant curriculum development
  - Training staff and faculty to use technology
  - Distance learning best practices inside prisons

- **Partnerships**
  - Maintaining robust collaborative relationships with key organizations or individuals (e.g., the Marin County Free Library and Project Ithaka) to garner relevant resources and support for faculty, students, and the College as a whole

- ○ Remaining engaged and informed about important activities and developments within the College, within the field of higher education, and within the field of higher education in prisons
- ○ Remaining engaged in developments in computer, library, and information science
- ○ Partnerships with other prison education practitioners
- ○ CDCR relationship--helping to move them forward on policy side

Required Qualifications
- Bachelor's degree with major or minor in computer science or related field
- Five years managing, maintaining and troubleshooting computers. Working in an IT department would satisfy this requirement.
- Two years using digital resources for research
- Two years using library tools such as databases for research
- Extensive experience troubleshooting problems with relevant technology
- Discerning when to escalate a problem
- Experience using a learning management system
- Commitment to Mount Tamalpais College's mission and proven ability to work with diverse communities.
- Comfortable spending extended periods of time working inside San Quentin State Prison, and working with a diverse adult student population.
- Exceptional capacity to work within a highly restrictive environment and to maintain professional boundaries
- Comfortable with the physically active nature of the position, including spending at least 1/3 of the day walking or standing, a 1/2 mile walk at least twice a day, and lifting up to 15 lbs.

Preferred Qualifications
- Master's degree in library, information and/or computer science
- Two years teaching computer literacy and/or information literacy
- Two years working as a librarian
- Work on developing curricula
- Information literacy teaching experience
- Computer literacy coaching experience
- Experience helping to match courses with open educational resources
- Experience using student information systems

- Experience using Canvas

Compensation and benefits

Mount Tamalpais College offers competitive compensation, flexible work policies, and a collaborative work environment. Our benefits package includes medical, dental, and vision insurance, and the full cost of each plan is covered by Mount Tamalpais College. We also offer vacation and holiday pay, as well as opportunities for professional development.

How to apply

Please submit your cover letter and resume to hiring@mttamcollege.org with "Director of IT and Library Services" in the subject line. Applications will be reviewed on a rolling basis until the position is filled.

We seek candidates who share a commitment to Mount Tamalpais College's mission. We especially encourage applications from candidates of diverse socio-economic backgrounds; and/or who reflect the cultural, ethnic and racial diversity of our student body; as well as people directly impacted by incarceration. We welcome applicants who are LGBTQ and/or gender diverse.

Statement of non-discrimination

Mount Tamalpais College provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.