



## **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: MTC's San Rafael office and San Quentin State 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 in the final stages of seeking independent accreditation. This major step requires building out extensive infrastructure, including in the realms of institutional effectiveness, data management, information technology, and library services, among other critical systems.

In an environment of extreme technological scarcity and tight institutional restrictions, the Director of IT and Library Services will build and maintain the IT infrastructure of the college inside the prison; develop curriculum; recruit and supervise faculty; and oversee student access to 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, if necessary, allow delivery of classes online, as well as support for in person classes.

This position requires versatility and ingenuity, as well as communication and collaboration 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 requires 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**

### **Managing Computer Resources and Other Technology**

- Procuring and maintaining laptops
- Tracking all inventory and distribution of equipment
- Diagnosing and addressing technical problems
- Managing updates for operating systems and software
- Developing technological systems to support distance learning

### **Information Technology Curriculum and Instruction**

- Developing curriculum related to computer literacy and computer science
- Teaching and advising students in computer literacy and computer science
- Training and advising staff and faculty on classroom use of technology
- Developing teacher and student training related to distance learning

### **Library Services**

- Maintaining a library of digital resources for student computers
- Maintaining a small library of print resources
- Developing curriculum and delivering instruction related to library research
- Supporting instructors' and students' access to open educational resources, and other electronic course content
- Associated administrative tasks, including downloading content to support student research

## **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
- Maintaining close contact with other prison education practitioners, related to library resources and the use of technology
- Remaining informed about CDCR policy related to the use of technology, and maintaining relevant relationships with staff and administrators at SQ and within CDCR

## **Administrative and Other Key Duties**

- Regularly escort faculty into the prison and provide support to faculty and students on-site
- Communicate regularly with fellow Mount Tamalpais College staff and faculty about the needs of students and faculty, as well as about institutional issues, with meticulous attention to detail
- Participate actively in professional development activities hosted by Mount Tamalpais College for external practitioners and other stakeholders
- Provide support in assessment cycles for accreditation, including compiling data and continually devising programmatic improvements

## **Desired Qualifications**

- Minimum Bachelor's degree with major in computer science or related field; Master's degree in library, information and/or computer science preferred
- At least five years experience teaching computer and/or information literacy
- At least five years experience working as a librarian in an educational setting
- At least five years experience managing, maintaining and troubleshooting computers and other relevant educational technology
- Extensive experience using digital resources and other technological library tools for research in a broad range of disciplines
- Experience working with learning management systems; ideally Canvas
- Experience utilizing student information systems (MTC uses Jenzabar SONIS)
- Comfortable spending extended periods of time working inside San Quentin
- Exceptional capacity to work within a highly restrictive environment, navigate complex institutional cultures, and maintain clear professional boundaries

- Commitment to Mount Tamalpais College’s mission and values
- Comfortable 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.

### **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 [hring@mttamcollege.org](mailto:hring@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. MTC requires all staff to be fully vaccinated against COVID. 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.