Coordinator, Computing Center at Cox Hall

Department: Student Digital Life
Salary: Commensurate with qualifications and experience
Position Availability: Immediately

Job Description
This position will support all technologies and initiatives in Emory’s Computing Center located on the main campus in Cox Hall. As part of Academic Technology Services, the Computing Center promotes creative and innovative uses of technology in academic courses and study. Center staff have the expertise to provide consultations on appropriate technology use, demonstrate best practices, and identify and resolve hardware and software issues to ensure a quality environment for teaching and learning.

Professional Responsibilities
• Maintain the Computing Center and manage its daily operations, including developing training materials and policies, overseeing routine maintenance of the facility and its equipment, collecting and analyzing data, promoting and assessing services, and acquiring new equipment and supplies
• Hire, train, schedule, and mentor 20+ student employees
• Propose, develop, and coordinate/lead faculty and student workshops, outreach programs, events, and exhibitions
• Provide creative and strategic leadership for the redesign and renovation of student-driven, interdisciplinary technology centers
• Research, test, and evaluate emerging technologies for use within the Center
• Consult with faculty to support creative and innovative uses of technology in academic courses, research, and study
• Develop and promote strategic initiatives and programs in support of a student-centered maker culture on campus

Minimum Qualifications
• Bachelor’s degree and three years of instructional technology, IT or related experience OR an equivalent combination of education, training and experience
• Supervisory experience
• Excellent interpersonal communication and presentation skills. Ability to promote and advocate for ATS activities, solve problems, and discover innovative applications
• Demonstrated ability to work with diverse faculty, staff, and students across a wide range of interdisciplinary situations
• Excellent planning and organization skills; proven ability to manage, prioritize, and complete multiple projects
• Some night and weekend work required.
• Must be able to lift up to 50lbs and use ladders.

**Preferred Qualifications**

• Strong background in the equipment and tools offered within the Computing Center, including A/V equipment, Mac OSX and Windows platforms, Adobe Creative Cloud applications, networked printing, and Ethernet and wireless networks.
• Working knowledge or experience in makerspace and manufacturing labs and/or advanced manufacturing or rapid prototyping tools including 3D printers/scanners, laser cutters, and other CNC machinery
• Experience working in a higher education environment
• Experience teaching creative courses and workshops
• Experience training and supporting educational technologies

**Application Procedures**

Interested candidates should review the applications requirements and apply online at


Review of applications will continue until position is successfully filled. Emory is an Equal Opportunity/Affirmative Action Employer that welcomes and encourages diversity and seeks applications and nominations from women and minorities.

**Diversity Statement**

Emory Libraries recognize diversity, equity, and inclusion as core values integral to achieving our mission to enrich the quality of life and advance intellectual discovery by connecting people of diverse backgrounds and experiences. We champion an inclusive work environment through competency training, reassurance of personal growth, restorative communication practices, and diverse recruitment and retention. We offer exhibits, collections, programming, and research assistance that speaks to the rich needs and identities of patrons from the Emory community and beyond. We encompass opportunities that strengthen these values. We invite you to bring your true self to the library and feel welcomed when you arrive.

_Emory University is an Equal Opportunity/Affirmative Action/Disability/Veteran Employer._