

May 27, 2005

Meredith Keene-Wilson
3047 Floral Hill Drive
Eugene, Oregon 97403

Dear Meredith Keene-Wilson,

As per our phone conversation to set up a campus visit, your teaching demonstration and interview are scheduled for **2:00 pm, Wednesday, June 15, 2005**. You should arrive one-half hour prior to the scheduled time. Come to the Center Building, Social Science Office, 4th floor, Room 403 (see LCC campus map – below). Upon your arrival, we will provide you with a copy of the interview questions, and you will have about 20 minutes to read them, take and form notes, and consider your answers.

At your interview time, you will have a chance to demonstrate your teaching approach to the selection committee. Although your 20-30 minute teaching demonstration should operate under the assumption that the situation is a real one (i.e., a real classroom at a community college), you may (if you wish) include in your presentation “asides” to explain, elaborate, or clarify some of the information you will be presenting.

The presentation will be a workshop for faculty members. You may choose any internet technology, software program, or web application that faculty would use in their traditional/hybrid/online classes with students.

In order to provide you with tools you will need for your presentation, please email the committee chair of any room/equipment/software needs **at your earliest convenience**. This includes blackboards, overhead projectors, Elmos, smart classrooms, LCD projectors, computers, Mac or Windows, internet connections, laptop adapters, classroom type, etc.

Following a short break, you will have a 45-60 minute interview with the members of the selection committee. During this time, the committee will ask the questions that you have had a chance to examine. All interview questions are derived from information on the job posting. (See Job Description below)

The entire process will take approximately two and a half hours. After this time, we would like to invite you to take a tour of the campus, ask any questions you may have about Lane Community College, and, if your time permits, ask you to be our guest for dinner.

There is a \$500.00 travel reimbursement allowance for your visit. **Please be sure to keep all original receipts for travel, lodging, and food, and give them to the Search Committee’s chair.**

If you have any questions, please feel free to call me at 541-463-5581 or email me at escobarj@lanecc.edu. Email is probably the best choice for a timely response. We look forward to meeting you.

Sincerely,

Joe Escobar
Search Committee Chair

cc: Job Posting
Map of Campus
Web links to information about Lane County and Lane Community College

Position Description

POSTING DATE: April 25, 2005

POSTING NO: 04F01

**MINORITIES, WOMEN, PERSONS WITH DISABILITIES, BILINGUAL PROFICIENCY AND/OR
MULTICULTURAL EXPERIENCE ARE STRONGLY ENCOURAGED TO APPLY
NOTICE OF VACANCY**

POSITION: Faculty Webmaster

(This position is .500 FTE Instructional Technology Support and .500 FTE Instructor/Faculty in one of the following disciplines in Lane Community College's (LCC) instructional divisions: Advanced Technology; Art & Applied Design; Business Technology; Center for Learning Advancement (ABSE, ALS & ESL); Computer Information Technology; Family & Health Careers; Health, Physical Education & Athletics; Language, Literature & Communication; Mathematics; Science; and Social Science)

Discipline to be determined by candidate's degree and experience

DEPARTMENT: Office of Instruction and Student Services

CLASSIFICATION: Faculty

STARTING DATE: On or about September 15, 2005

JOB PURPOSE: To provide instructors with technical and pedagogical support for the development of Internet-based courses, the creation of instruction related materials for the World Wide Web, and other uses of instructional technologies. To provide a high quality of instruction to students taking Lane Community College (LCC) courses.

**ESSENTIAL
FUNCTIONS:**

Technology Support Specialist Duties:

Serve as point of contact for faculty interested in utilizing web technologies for their teaching, classes, and students. Help faculty determine which software tools they need to accomplish desired tasks. Help faculty with pedagogy and planning of classroom activities based around available technology. Train faculty on specific software tools deemed to be innovative. Refer staff and instructors to appropriate LCC and off-campus instructional technology training opportunities and resources.

Serve as main point of contact for technical help for faculty on specific software tools, including but not limited to Dreamweaver, HTML editors, Photoshop, ImageReady, EasyWebSites, Mozilla, Bobby ADA508, and SFTP software. Train faculty and staff to successfully implement design solutions. Instruct LCC faculty in use and development of LMS/CMS system (WebCT, Moodle). Consult with faculty in person, both on and off main campus, over the phone, and via email on technical issues. Provide support in all duties for both Macintosh and Windows users.

Maintain expert level of knowledge in web design trends, regulations, practices, tools, and techniques as it relates to industry and education. Stay current and be connected with the educational technology community via listserv, industry publications, conferences, bulletin boards, and online class offerings, and by attending trainings and conferences relevant to the technical needs of LCC and its

faculty. Stay informed about software and technical issues, developments, and instructional design specific to higher education. Responsible for finding innovative technologies and bringing them to LCC for experimentation, and in some cases, widespread adoption by faculty.

Assist in the organization of, and serve as instructor for, the LCC Faculty Fall Inservice workshops; create website to facilitate workshops.

Work as a dedicated member with other faculty webmasters. Assist faculty with web infrastructure design and planning, ensuring that implemented designs adhere to ADA 508 site standards as defined by WC3 and Federal guidelines. Coordinate marketing and promotion of faculty webmaster workshops, and target projects and experimental classroom. Monitor multiple email accounts for work order requests daily

Design Resource Center (DRC) Duties-Pilot Project

Oversee day-to-day activities and projects, such as coordinate the marketing and promotion of the DRC, design and production development, project tracking, and project allocation of the DRC team. Establish initial project parameters and budgetary guidelines with faculty and departments. Ensure faculty and departments are provided effective, professional, and timely support. Make overall DRC project improvement recommendations to Instructional Technological Infrastructure (ITI).

Instructor Duties:

Teach a variety of introductory and advanced LCC courses as assigned, infusing diversity perspectives into the curriculum. Work individually and with other Faculty to develop innovative classroom presentations and delivery techniques through the incorporation of multi-media concepts and teaching methods. Collaborate with other instructors to develop new and innovative assessment measures that help students to demonstrate proficiencies. Communicate effectively and respectfully, and work productively with students and staff of diverse cultural and ethnic backgrounds, including, but not limited to: students of color, international students, older students, bilingual students, students from different cultures and with different sexual orientations, and students with disabilities and special learning needs.

OTHER FUNCTIONS: Serve as a team member with the Instructional Technological Infrastructure (ITI) project of the Strategic Learning Initiative (SLI) and coordinate with other advisory groups. Generate and disseminate information regarding the faculty web servers and services to instructional staff members. Collaborate and coordinate with other LCC technical staff.

Attend division meetings and work collaboratively with peers and staff on division and discipline committees. Serve on appropriate college committees as assigned

Collaborate with faculty from other divisions or departments, community colleges, high schools, and four-year colleges/universities to coordinate programs and contribute to the advancement of education in the State.

MINIMUM QUALIFICATIONS:

Instructional

Education/Experience: Applicants must be qualified to teach in a Lane instructional transfer or vocational technology discipline. Minimum requirements typically require a Master's degree or equivalent education and/or experience, and recent classroom teaching experience.

Technical

Experience: Three years full-time equivalent recent college-level teaching experience with demonstrated experience with curriculum development and utilizing instructional technology and/or online learning techniques is required. Three years graphic design experience for the web preferred. Bilingual proficiency and/or multicultural experience is preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

For Technology Support Specialist Duties:

Instructional/Pedagogical Knowledge:

Understand, develop, and provide a supportive environment for faculty and staff; Pedagogical as well as technical overview of the possibilities of the classroom and ability and desire to assist interested instructors in designing useful projects; Familiarity with instructional design concepts and practices; Up-to-date knowledge of instructional technologies; Sufficient knowledge of network and computer hardware and software to communicate effectively with technical support staff.

Skills:

Skill in communicating technical information with people unfamiliar with technical aspects of the hardware or software.

Ability to:

Communicate about pedagogical issues with faculty from a variety of disciplines; cooperatively find creative implementation strategies to faculty's pedagogical vision; research and implement solutions to tasks utilizing manuals and internet, including listservs, bulletinboards, and other online sources; use appropriate technology to accomplish job functions; maintain records of software installations and upgrades; stay current with developments in software and hardware related to the appropriate platform.

For Instructor Duties:

Ability to:

Contribute to a learning environment that puts the students first; collaborate with other Division Instructors; develop a teaching style that enhances learning in the classroom, in the computer lab, and other learning environments as appropriate; use computer applications for communication, including word processing, electronic mail, and database management; facilitate student achievement of academic goals and progress towards career objectives; demonstrate teaching effectiveness; provide varied opportunities for students to demonstrate knowledge of the subject matter, mastery of skill, and theory; operate as an effective member of a team; adapt to the changing needs of the Division in terms of courses/duties assigned; create and maintain a classroom atmosphere conducive to learning; communicate clearly and effectively; apply knowledge of learning theory, current teaching methods, and uses of technology in education;

integrate elements into curricula and teaching that enhance student success and encourage students' interest towards continued study; design and use classroom assessment methods to modify courses, improve learning, and create a curriculum that challenges students and assesses their proficiencies; produce course materials, including handouts, syllabi, and tests in print-ready form; engage in positive collaboration with peers in curriculum work and other Divisional, Departmental, Campus, and/or Community projects; and work safely.

Must demonstrate an active concern for meeting the needs of students, staff, and the public.

SALARY RANGE: \$37,647-\$63,332 per year

Maximum initial salary placement of \$51,015 based upon education and experience, with subsequent salary advancement according to contractual agreement.

All employees are compensated through electronic direct deposit.

HOW TO APPLY: **To be considered a candidate for this position, all of the following must be included in the application package:**

1. A completed Lane Community College application form. Application forms can be downloaded from www.lanecc.edu or requested from Human Resources. Search committees are not required to consider incomplete applications. To ensure full consideration, do not leave any section of this form blank. The resume cannot take the place of this application form or any section thereof.
2. A resume or curriculum vitae of all relevant educational, technical, and professional experience and activities, including the names, phone numbers, email addresses of at least 3 references.
3. A cover letter briefly describing experiences that have prepared you for the essential functions of this position.
4. Unofficial transcripts. (Official transcripts will be required of those candidates who are granted an interview).
5. Evidence of online teaching/materials/website/portfolio.
6. Three sample syllabi of college level courses you have taught.
7. Three letters of recommendation.

Application packages should be returned to: Human Resources, Administration Building, Lane Community College, 4000 E 30th Ave., Eugene, OR 97405. Telephone 463-5211.

**SELECTION
PROCEDURE:**

1. After the closing date, a committee will screen all applications.
2. Applicants selected for an interview will be invited to campus. Up to \$500 in travel expenses will be reimbursed by Lane Community College.
3. **If you would like to know the status of a position, please call: (541) 463-5211, or check Human Resources website accessed through www.lanecc.edu/perssvcs/jobopen.htm.**

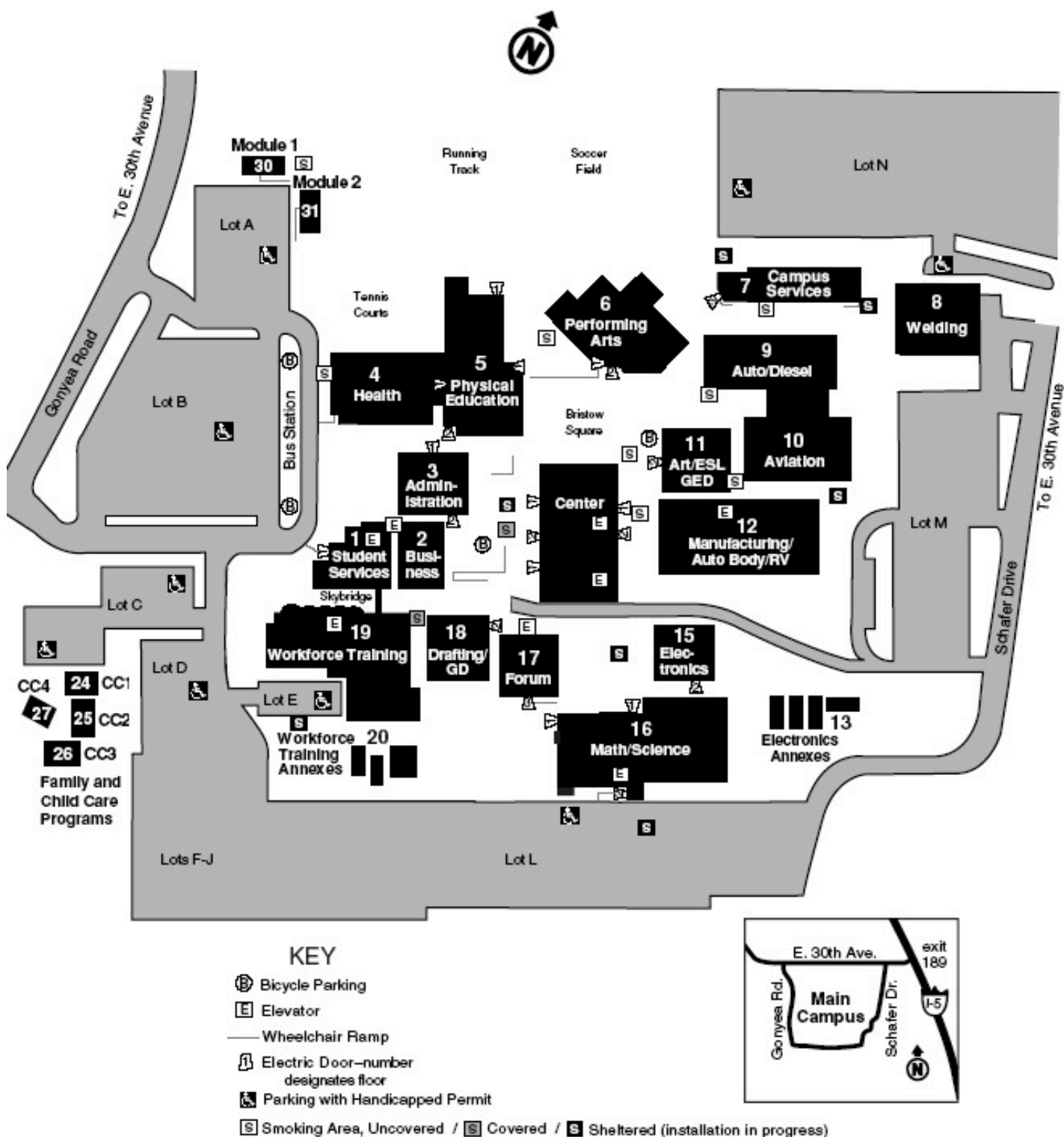
Call (541) 463-5211 for recorded job information (24 hours/day).
TDD available at (541) 463-9999; FAX available at (541) 463-3970

Lane Community College is an Affirmative Action/Equal Opportunity institution.

Lane Community College Main Campus

4000 East 30th Avenue ■ Eugene, Oregon 97405 ■ (541) 463-3000

Map revised June 2004



NOTE: There is no charge for parking at the main LCC campus. Permits are not needed.

Map also online at

<http://www.lanec.edu/mpr/locations/mcmap.pdf>

Other information about Lane County Oregon

<http://www.co.lane.or.us/>

Lane Community College

<http://www.lanecc.edu>