Rutgers University's School of Communication and Information

Director of the Undergraduate Program in Information Technology and Informatics

The School of Communication and Information (SC&I) at Rutgers, The State University of New Jersey, invites applications for a non-tenure-track undergraduate program director in Information Technology and Informatics (ITI) in the Department of Library and Information Science. The initial appointment for the position will be up to a maximum of three years, with the possibility of renewal.

The Department of Library and Information Science has approximately 800 undergraduate Information Technology and Informatics (ITI) majors. Each semester the undergraduate program offers more than 80 course sections. ITI students pursue pathways such as IT management, information system design/development, IT project management, analytics management, help desk analysis, instructional technology /training, cyber-security, UXD, and knowledge management.

The Information Technology and Informatics Director actively participates as a departmental faculty member and works with the department chair to provide administrative leadership and teaching support to the undergraduate ITI program.

Key responsibilities include:

- Administration and continued strategic development of the undergraduate ITI curriculum of pre-major and major course options, including: working with the curriculum committee on the management of curriculum review, course development and updates, and program changes, and   working on assessment of learning, teaching, and curriculum.
- Scheduling classes and coordinating faculty teaching assignments.
- Hiring and mentoring part-time faculty in collaboration with the department chair.
- Recruiting students to the major and advising students, including individual counseling and working with staff who serve as advisers.
- Screening applications for admission to the major in partnership with the assistant dean of student services, and screening applications of ITI majors who apply for the 4+1 bachelors/masters program.
- Teaching two courses in each fall and spring term.
- Serving as a member of the school's Undergraduate Education Council and of the cabinet of the school.
- Planning and promoting extra-curricular experiences for students, and working with industry representatives and instructors to provide opportunities for workplace readiness.
- Working closely with the department chair, faculty, deans, and other program directors from the LIS Department and the two other departments of the school (Communication, and Journalism and Media Studies).
- Representing the school at university-wide student events and outreach to other colleges and universities.

Qualifications

The candidate should hold a Ph.D. in information technology, library and information science, or a related field. Ideal candidates will have a strong ITI background and industry connections, demonstrated record of teaching and excellence in an institution of higher education, and experience in program administration and innovative and rigorous program development. We seek applicants with a strong commitment to undergraduate education, capable of fostering innovation in teaching and curricula, and excellent interpersonal and collaborative skills.

Applications

Applications must include a letter of application, a CV, names and contact information of three references, and may include up to three teaching portfolio samples. The letter of application should clearly articulate the candidate's fit to the position with emphasis on requisite administrative and teaching experience and expertise, as well as fit with the school, faculty, and academic programs generally. To understand more about the school, visit our website at: http://comminfo.rutgers.edu. To understand more about the ITI undergraduate major, visit: https://comminfo.rutgers.edu/academics/undergraduate/information-technology-and-informatics-major. Questions should be directed to the LIS Department Chair, Dr. Ross Todd at rtodd@rutgers.edu. Active review of applications will begin February 15 and the position will remain open until filled. Submit applications to: https://jobs.rutgers.edu/postings/57382