



McMaster Divinity College

Position: Technology (IT and EdTech) Assistant

Type: Half time position (21 hours/week, 3 full days)

Compensation:

\$22- \$25/hour (\$24,024- \$26,000 per annum) depending on experience and qualifications

Description:

McMaster Divinity College (MDC) is an evangelical seminary located in Hamilton, ON, Canada that offers professional and research theological programs. MDC is seeking a Half Time Technology Assistant to join our IT team. The Technology Assistant works closely with the IT team to provide training and support related to the technical operations at MDC. There are two parts to our technical operations. Information Technology (IT) services cover all computer hardware, software, systems, and networks that MDC relies on for its day-to-day operations. Instructional and Educational Technology (EdTech) services focus on the design, implementation, and support of various teaching (delivery) methods. We are looking for an independent and motivated individual to assist the Director of IT to devise and establish IT and EdTech policies and systems to support implementation of strategies set by MDC.

Report to: Director of IT

Responsibilities:

Information Technology

- Identify, recommend, and deploy new technology solutions that can be implemented to improve office productivity (cloud-based storage solutions, workflow management, etc.)
- Develop training manuals and software/system documentation
- Direct and support implementation of software and hardware upgrades and troubleshoot various IT related issues
- Provide on-site and off-site technical support related to hardware, software, and network
- Other duties as needed

Educational Technology

- Assist faculty members to develop high quality and dynamic asynchronous teaching modules
- Provide training for faculty in IT and LMS (Learning Management System) competencies
- Provide training for faculty in the use of current educational technology to meet curriculum goals
- Other duties as needed

Qualifications:

- Undergraduate degree in Computer Science or related fields such as Educational Technology required, graduate theological degree or advanced degree in the above preferred
- 1-2 years of IT support experience required
- Experience with installing, configuring, testing, and troubleshooting operating system related issues (Mac, Windows, and Linux)
- In-depth knowledge of productivity software suite (MS Office 365 Suite, Adobe Acrobat, etc.), hardware, and other computer peripherals
- Experience with Learning Management System (LMS) and knowledge of web (and SQL) programming skills a plus
- Knowledge and experience of video capture/streaming software (Camtasia, OBS, etc.), Audio/Visual equipment, and basic knowledge of maintaining computer networks and communication systems
- Good interpersonal skills and the ability to work well individually and as a team member
- Highly comfortable with changing IT and EdTech tools
- Available to work some non-traditional hours in case of IT emergencies
- Agreement with MDC's Statement of Faith

To apply, please send your resume and cover letter to mdcit@mcmaster.ca.