



## Employment

### JOB SEARCH BY KEYWORD

## Emerging Technologies Fellow

**Job no:** 495553

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**Work type:** Limited Term Full Time

**Location:** Swarthmore

**Categories:** Staff, Salary (Exempt), On Campus

Swarthmore College is a highly selective liberal arts college located in the suburbs of Philadelphia, whose mission combines academic rigor with social responsibility. Swarthmore has a strong institutional commitment to inclusive excellence and nondiscrimination in its educational program and employment practices and encourages candidates who will further advance the goal of fostering a diverse and inclusive community. As one of the nation's finest institutions of higher learning, Swarthmore College is global in outlook and draws students from around the nation and world. The 425-acre campus is a designated arboretum, complete with gardens, rolling lawns, a creek, wooded hills, and hiking trails in the Crum Woods.

### Who We Are:

The Swarthmore College Libraries cultivate scholarship and intellectual curiosity in our community through access to collections, expertise, and spaces. In collaboration with our academic partners, we teach the craft of research and foster a critical understanding of the contexts in which knowledge is developed and disseminated. For more information, see the [Swarthmore College Libraries website](#).

## SWARTHMORE

A two-year, full-time, post-baccalaureate paid position to research, engage in, and contribute to digital scholarship at Swarthmore College Libraries, with a particular focus on emerging technologies. This position provides a recent graduate with the opportunity to gain valuable digital literacy and project management skills, and to hone their ability to create comprehensive workshops and to host compelling events on campus. It is an excellent opportunity for graduates considering careers in emerging technologies, education, instructional design, library and information science, or web/multimedia design and production.

### Essential Responsibilities

The Emerging Technologies Fellow will research and implement new and evolving technologies in support of the libraries' new [strategic plan](#). This will include, but is not limited to, working with 3D scanning, Virtual and Augmented Realities, Artificial Intelligence, and Digital Exhibits. As a member of the Research and Instruction department within Swarthmore Libraries, reporting to the Head of Digital Scholarship, the successful candidate will support the ethical use of digital technologies in courses, at campus events, and for use in library exhibits. This includes helping to plan, organize, promote, and execute workshops across the disciplines with a focus on information and digital literacy. The position, open to recent graduates, is flexible to fit the skills and interests of each individual fellow, and could include a larger independent project designed by the fellow. This position is on-campus in McCabe Library.

### Who you are:

- The ideal candidate will have a wide range of academic interests, with a commitment to equity and social justice, and is a good collaborator who likes working with teams in a supportive environment.
- We also seek someone interested in creating documentation and tutorials for digital tools in a variety of formats with a focus on meeting and exceeding accessibility standards.
- Ability to collaborate and work in teams.
- Excellent time management skills.
- Adept at working independently.
- Excellent written communication skills and ability to create effective outreach materials.
- Interest in and ability to organize and facilitate events.

## SWARTHMORE

### *Required Qualifications*

- A recent 4-year degree from an accredited college or university.
- Familiarity with emerging technologies such as 3D scanning, Virtual and Augmented Realities, and Artificial Intelligence.
- Experience documenting technical processes or creating training materials.
- Familiarity with GitHub and/or HTML and CSS.
- Documented ability to teach digital skills.

### *Preferred Qualifications*

Prior coursework, skills, or interest in any of the following areas is relevant to this position. However, it is an entry-level position, and we assume that new hires will learn most of the technical skills and knowledge they need on the job.

- Makerspaces, critical making, digital 2D and 3D graphic design, 3D printing and laser-cutting.
- Digital audio and video production.
- Photography skills.
- Web development (HTML/CSS/Javascript, WordPress, etc.).
- Coding, computational methods, and computer science.
- Technical support or customer service.
- Management (including project management, theatrical stage management, event planning, etc.).
- Marketing, outreach, and/or social media campaigns.
- Accessibility, assistive technology, or universal design.

### **Physical Demands**

- This position will require physical movement to set up VR headsets and use 3D scanning equipment, as well as assisting others in working with this equipment.
- This position does involve a significant amount of time wearing VR headsets and working with 3D scanning tools that use flashing lights.

## SWARTHMORE

The position will be on-campus during normal business hours with the occasional event in the evenings or on weekends.

### **What You Will Get:**

You'll work at one of the world's most renowned liberal arts Colleges, with incredible benefits, a stunning 420-acre campus, and a collaborative work environment. Join a team of passionate, creative people who work hard and have fun supporting the College students, faculty, and staff.

**We want to hear from you if you are excited about this role! For full consideration, submit applications with an uploaded resume, including a cover letter by March 7, 2025. Applications received after this date may be reviewed on a rolling basis until the job has been filled. A cover letter indicating how your qualifications and experience have prepared you for this position. If you have experience that meets any of the preferred qualifications, please include a detailed explanation of any such experience in your cover letter and how it meets the preferred qualification(s).**

### **PA Criminal Required**

Swarthmore College requires a PA Criminal background check for all staff positions prior to the start of employment.

### **Education Verification Required by Position**

An education verification is required for this position because a college degree is a required qualification for this position.

Preview our [Benefits Flyer](#). We offer benefit plans starting at zero cost! Upon benefit eligibility, the College contributes 10% of an employee's salary to their retirement account. Employees are 100% vested in their accounts on the date participation begins.

[2025 Swarthmore Benefits Guidebook](#)

[Retirement Plans](#)