

Saint Michael's College Job Description

Job Title: Coordinator of Creative Design & Technologies

Department: Information Technology

Supervisor or Manager: Director of Information Technology

Date Created: 09/12/2025

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Our Mission: It is the mission of Saint Michael's College to contribute through higher education to the enhancement of the human person and to the advancement of human culture in the light of the Catholic faith.

The Creative Design Studio (formerly the Makerspace) is part of Saint Michael's College's Innovation Hub, a collaborative ecosystem that promotes creativity, experiential learning, emerging technologies, and interdisciplinary innovation across the College. The Coordinator of Creative Design & Technologies plays a key role in developing engaging programs, supporting hands-on learning, and fostering collaboration among students, faculty, and staff.

Major Objectives:

- The Coordinator of Creative Design & Technologies embraces technology, science, art, and emerging technologies to inspire creativity, innovation, and experiential learning. The coordinator fosters an inclusive environment where students, faculty, and staff explore ideas, develop technical skills, and bring projects to life through the Creative Design Studio and Mac Labs.
- The Creative Design Studio and Mac Labs are well-managed, collaborative learning environments that encourage creativity, experimentation, design thinking, and interdisciplinary collaboration through curricular, co-curricular, and personal projects.
- The coordinator develops and delivers workshops, technical training, Credly badging opportunities, and mentorship that promote creativity, digital fluency, emerging technologies, and hands-on learning.
- As a member of the Innovation Hub team, this position collaborates across the Creative Design Studio, Media Creation Studio, Mac Labs, and other innovation initiatives to expand experiential learning and foster creativity across the Saint Michael's College community.

Essential Duties and Responsibilities:

- Oversees the daily operation, safety, scheduling, equipment, and logistics of the Creative Design Studio and Mac Labs.
- Supports students, faculty, and staff in developing design, fabrication, creative technology, and problem-solving skills to achieve personal, curricular, co-curricular, and faculty research goals.
- Develops, markets, and delivers workshops, design challenges, events, and Credly-badged technical training that encourage creativity, innovation, and digital fluency.
- Collaborates with the Innovation Hub, Information Technology, faculty, academic departments, Student Affairs, and other campus partners to expand the reach of the Creative Design Studio and promote design thinking, digital fluency, technical competency, and interdisciplinary collaboration across the College.
- Collaborates with the Innovation Hub to develop innovative educational programming, community partnerships, microcredentials, summer camps, pop-up courses, and other revenue-generating initiatives utilizing Creative Design Studio resources.
- Develops training materials, processes, procedures and safety guidelines for equipment within Creative Labs
- Oversees equipment lifecycle management, including inventory, maintenance, repairs, safety, replacement planning, and coordination with vendors and the Director of Information Technology.

- Recruits, trains, mentors, schedules, supervises, and develops student employees while fostering leadership, technical expertise, and excellent customer service.
- Fosters an inclusive and welcoming environment where students and colleagues of all backgrounds feel supported, respected, and encouraged to participate.
- Develops and monitors key performance indicators (KPIs) to assess utilization, programming effectiveness, student engagement, and overall impact of the Creative Design Studio.
- Sees the value of cultural, ethnic, gender, and other individual differences in people. Helps to create an environment of learning about, valuing, encouraging, and supporting differences
- Supports additional Innovation Hub initiatives and creative technologies as assigned.

Secondary Responsibilities:

- Consults and negotiates with vendor(s) when necessary
- Tracks licenses and software used in the facility in conjunction with Director of IT
- Researches emerging technologies, equipment, and best practices to continually evolve the Creative Design Studio and Innovation Hub.
- Assists in evaluating and recommending new technologies, equipment, and software that enhance teaching, learning, and creative exploration within the Innovation Hub.
- Networks with other Creative Spaces, Fab Labs and Makerspaces

Positions Supervised:

- Student Staff

Major Contacts:

- Director of Information Technology
- Information Technology Staff
- Innovation Hub Team
- Faculty
- Staff
- Students (undergrad and grad)

Demonstrates Excellence:

- Communicate effectively with faculty, staff, and students
- Understands how experiential, project-based and problem-based learning pedagogies can enhance learning
- Engages with students and constituents with a high level of inclusivity, equity, and sensitivity
- Creates a welcoming environment where learners of all skill levels feel welcome to experiment and explore.
- Thinks creatively and is able to convert ideas into reality
- Demonstrates curiosity and a commitment to continuous learning in emerging technologies, creative tools, and innovation practices.
- Brings student workers to a high level of technical knowledge and skill; builds their confidence in their abilities
- Provides excellent and enthusiastic customer service, and inspires others to do the same

Education:

- Bachelor's degree in education, engineering, design, digital media, technology, computer science, or a related field preferred, or an equivalent combination of education and relevant experience.

Work Experience:

- Two or more years of experience in a higher education makerspace, fabrication lab, innovation center, STEM learning environment, library makerspace, creative technology space, or related environment preferred.

Preferred Qualifications:

- Experience working in higher education.
- Experience managing a makerspace, fabrication lab, or innovation center.

- Experience teaching workshops or technical training.
- Experience supervising student employees.
- Familiarity with digital fabrication technologies (3D printing, laser cutters, vinyl cutters, CNC, etc.).
- Experience with Adobe Creative Cloud, CAD software, AI tools, or other creative technologies.
- Experience developing campus partnerships and collaborative programming.
- Experience managing budgets, purchasing equipment, and maintaining inventories for a makerspace, innovation center, or similar learning environment.

Analytic Skills:

- The ability to recognize several likely causes of events, analyze relationships among several parts of a problem or situation, and then formulate a multi-step response is required

Language and Literacy Skills:

- Reads and understands basic instructions. Conversational skills including responding to supervisors and co-workers as needed to ask questions, provide information, seek direction, and plan work
- Some writing is required for position in the form of drafting communications on various topics for different audiences, with the goal of communicating a message clearly, concisely, in a friendly manner, and with the intention of anticipating questions that may arise and addressing them in the original message

Desired Computer/Technology Skills:

- Microsoft Office Suite – proficient
- Adobe Illustrator, Premier, and Photoshop – proficient
- FDM and Resin 3D Printer, Sewing Machine, Embroidery Machine, Laser Cutter, Sticker Maker and Vinyl Cutter – operation and maintenance knowledge
- Teams & Zoom - proficient

Licenses, Certifications and Other Requirements:

- N/A

Physical Demands:

Work is often performed in a typical office environment requiring:

- Standing and/or walking for extended periods of time
- Reaching by extending hand(s) or arm(s) in any direction
- Dexterity sufficient to manipulate objects with fingers, for example operating a computer keyboard or sewing machine
- Communication skills using the spoken word
- Vision sufficient to see within normal parameters
- Hearing sufficient to hear within normal range
- Limited physical effort required
- Limited exposure to physical risk
- Occasionally required to lift up to 30 pounds

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential functions.

Additional Requirements for the Job:

- Available to work some evenings and weekend hours
- Must be able to work with limited supervision

The above job description in no way states or implies that these duties are the only duties performed by this employee. The incumbent is expected to perform other related duties necessary for the effective operation of the College.