ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Instructional Technologist

DEPARTMENT: Graduate School of Social Service, Online Education Department
Lincoln Center

RESPONSIBILITIES:

Pedagogical:
- Apply relevant instructional design models, such as Backward Design, partner with content experts on the design and development of traditional and online courses and programs
- Research, design, develop, adminster, and facilitate professional development activities for GSS faculty; including online and in-person trainings, consultations, presentations, documentation with regard to pedagogical strategies, course design, online teaching, developing instructional activities, creation of instructional materials, classroom management, educational theory and instructional technology
- Promote the appropriate use of educational technology to create an innovative teaching and learning environment

Technological:
- Support pedagogical and technological inquiries; troubleshoot issues, provide frontline user support
- Maintain master course sites, section course sites and the delivery of GSS online programs
- Provide expertise in the application of various technology-enhanced tools for online teaching and learning
- Support compliance with student privacy, accessibility, academic integrity, and other institutional policies involved in the application of instructional technology
- Coordinate with internal and external IT, academic services, university colleagues and vendors to ensure timely and successful resolution
- Managing vendor relations: monitor incident reports, usage reports, maintenance schedules, program-wide communications regarding updates, service status, vendor check-in calls and follow ups

Other duties as needed:
- Assist with departmental special projects and initiatives
- Create and maintain a variety of records and reports, including project and activity reports
- Research innovative developments and trends within the field of instructional design, pedagogy, educational technology

QUALIFICATIONS:
- Bachelor’s degree required. Master's degree in Learning or Instructional Design preferred.
- A minimum of 5 years experience in the design and facilitation of faculty development support activities pertaining to course design and pedagogical strategies for adult learners
- Demonstrated knowledge of adult learning theory, instructional design models, instructional technology and distance education
- Technically proficient in software applications for course design, delivery, asset creation, and communications
- Use of various learning management systems and educational technology tools, such as Captivate, to create online instructional content
- Strong organizational skills, self-motivated, detail-oriented, exceptional interpersonal and relational skills
- Must be able to deal effectively with changes in priorities, unexpected events or unanticipated demands

SALARY: Commensurate with experience

START DATE: 2.16.18
SEND LETTER, RESUME TO: Patricia Heard
Senior Director for GSS Online Education
onlinemsw@fordham.edu

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