Faculty Position Guide

Department Name: Library and Academic Technology Services – Online Teaching and Learning Services

Job Title: Assistant Director, Online Teaching and Learning Services and Assistant Librarian

Rank: Academic Professional

Reports to: Director of Online Teaching and Learning Services.

Purpose of Job:

Provide direction and expertise to support for the University's faculty in the use of campus-wide teaching and learning technologies. This position will assist the Director of the Online Teaching and Learning Services unit of the Library and Academic Technology Services department in supporting the University's teaching faculty with using of centralized instructional technology applications, services and systems in support of Online Educational programs and courses.

Essential Job Functions:

- Provide direction and expertise for the activities and services of the Online Teaching and Learning Services unit by ensuring high-quality support to the University's teaching faculty for centralized instructional technology systems and services.
- Analyze instructional technology needs and recommend appropriate solutions to those needs. Take a proactive approach in anticipating future needs. Provide leadership in the implementation of new technologies.
- Consult with vendor representatives as needed to resolve questions/problems or to introduce new technologies and learning strategies.
- Provide direction and coordination for website, social media, documentation, faculty development & other outreach efforts related to Online Teaching and Learning Services.
- Provide budgetary recommendations to Director & oversee budget spending for Online Teaching and Learning Services.
- Work closely with the Director of Online Teaching and Learning Services in the planning & execution of section goals and objectives.
- Stay current with learning theory research regarding instructional design processes and strategies for course development and delivery and disseminate that expertise through conference presentations and/or published articles on teaching and learning.
- Provide direction for Instructional Design team in support of designing instruction (including all the phases of activity from learning objectives to evaluations) and for the selection of delivery systems and design techniques for a providing content delivery. Also regularly review of online courses approaches to maintain high quality in course offerings.
- Coordinate planning and implementation of instructional systems with participating faculty, academic technology directors, ITS support personnel, University Library faculty and staff, the Academy for Teaching and Learning, and other constituencies.
- Provide regular written and oral reports covering areas of responsibilities.
Required Qualifications:

- Master’s degree in Educational Technology or other related fields
- Supervisory experience, strong interpersonal skills, technical/microcomputer skills, organizational and people skills, and analytical/troubleshooting skills.
- Ability to effectively manage multiple projects.
- Enjoys seeking and evaluating new technologies for use within the teaching and learning environment
- Can Lead an implementation team that works together towards a common goal
- Is results oriented and desires projects to be completed successfully
- Has strong relationship building capabilities and can resolve conflicts easily and effectively
- Can build organizational commitment for new approaches to teaching and learning.
- Is able to write well and communicate with a diverse population and is able to anticipate and predict client needs.