

Job Description

Job Title:	IT Academic Technology Specialist - Educational Technology
Job ID:	16036
Location:	Hostos Community College
Full/Part Time:	Full-Time
Regular/Temporary:	Regular

POSITION DETAILS

Under direction of the Education Technology Director, with wide latitude for independent initiative and judgment, the selected candidate is expected to exhibit a high level of innovation, talent, and ability to meet deadlines in a team-based environment. Work in conjunction with faculty at all levels and collaborate with others throughout the college to assess and improve student learning outcomes.

Primary responsibilities include leading various projects within the Education Technology Department and providing support for Blackboard and other academic systems. The candidate is expected to manage complex projects while actively supporting faculty professional development activities (e.g., Lecture Capture, WordPress, Web-Conferencing, ePortfolios). The candidate is also expected to contribute and create resources that help enhance teaching and learning.

Additional responsibilities include the following:

- Provides support to Blackboard users.
- Creates, designs, and facilitates training for faculty, staff, and students on academic technology topics, including Blackboard, Web 2.0 tools, ePortfolios, Wordpress, Video Conferencing and others as necessary.
- Monitors emerging technologies and their impact to the teaching and learning process.
- Liaises with other departments and programs to generate/provide instructional design resources and services.
- Continually develops our knowledge and skills of instructional design, learning technology, and other skills required for the position.

QUALIFICATIONS

Bachelor's Degree and four years' relevant experience required.

The following qualifications are preferred:

- Bachelor's degree in Computer Science or related field
- Master's degree in related field
- Strong sense of design and the ability to present information clearly
- Knowledge of online course design and development
- Strong communication and interpersonal skills
- Leadership skills and project management experience
- Ability to find solutions using existing resources
- Knowledge of some or all of the followings: JavaScript, .NET, SQL, PHP, HTML and CSS

programming

- Advance knowledge of instructional design application and tools including the following: Adobe Creative Suite, Blackboard, Real-time Video Conferencing (i.e., MS Office) Safe Assign, Screen Capture/Lesson Software (i.e., Camtasia, Tegrity)
- Familiarity of educational policies and law (e.g., FERPA, TEACH Act, Copyright and Fair Use)
- Video Editing

CUNY TITLE OVERVIEW

Supports and consults with faculty, students, and others in the use of instructional systems, software, and programs.

- Provides day-to-day support for users of instructional systems
- May supervise a College help desk related to academic technology, supervising and training staff
- Designs, develops, and delivers training and orientation sessions on the use of instructional technologies
- May serve as an administrator and/or account coordinator for one or more systems
- Assists in demonstrating the practical application of computers and communications technology for classes and workshops for faculty or students
- May track problem reports, troubleshoot reported issues, and document resolutions
- Performs related duties as assigned.

Job Title Name: IT Academic Technology Specialist

CUNY TITLE

Higher Education Assistant

FLSA

Exempt

COMPENSATION AND BENEFITS

\$51,195 - \$53,032 (\$55,693 - \$57,690*)

*Salary subject to the new contract implementation.

CUNY's benefits contribute significantly to total compensation, supporting health and wellness, financial well-being, and professional development. We offer a range of health plans, competitive retirement/pension benefits and savings plans, tuition waivers for CUNY graduate study and generous paid time off. Our staff also benefits from the extensive academic, arts, and athletic programs on our campuses and the opportunity to participate in a lively, diverse academic community in one of the greatest cities in the world.

HOW TO APPLY

Applicants must apply online by accessing the CUNY website at www.cuny.edu and navigating to the following links: "Employment" and "Search Job Postings."

Please attach resume, cover letter and three professional references.

CLOSING DATE

January 5, 2017

JOB SEARCH CATEGORY

CUNY Job Posting: Managerial/Professional

EQUAL EMPLOYMENT OPPORTUNITY

CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.