Job Description

Job Title: IT Academic Technology Specialist - Educational Technology

Job ID: 11011

Location: Hostos Community College

Full/Part Time: Full-Time

Regular/Temporary: Regular

GENERAL DUTIES

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
CONTRACT TITLE

Higher Education Assistant

FLSA

Exempt

CAMPUS SPECIFIC INFORMATION

Under direction of the Manager of Educational Technology, 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 Educational 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.

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.

MINIMUM QUALIFICATIONS

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

OTHER QUALIFICATIONS

The following qualifications are preferred:
- Bachelor's degree in Computer Science or related field
- Master's degree in a 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 following: JavaScript, .NET, SQL, PHP, HTML and CSS programming
- Advance knowledge of instructional design applications and tools including the following: Adobe Creative Suite, Blackboard, Real-time Video Conferencing (i.e., Blackboard Collaborate, Adobe Connect), Mac and PC OS, Office and Productivity Apps (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

COMPENSATION

$42,873 - $46,302

BENEFITS

CUNY offers a comprehensive benefits package to employees and eligible dependents based on job title and classification. Employees are also offered pension and Tax-Deferred Savings Plans. Part-time employees must meet a weekly or semester work hour criteria to be eligible for health benefits. Health benefits are also extended to retirees who meet the eligibility criteria.

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 Posting".

Please attach resume, cover letter, and the names, addresses, and telephone numbers of three professional references.

CLOSING DATE

August 8, 2014

JOB SEARCH CATEGORY

CUNY Job Posting: Managerial/Professional

EQUAL EMPLOYMENT OPPORTUNITY

We are committed to enhancing our diverse academic community by actively encouraging people with disabilities, minorities, veterans, and women to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion. EO/AA Employer.