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JOB POSTING
OFFICE OF HUMAN RESOURCES
September 15, 2015

POSITION: Instructional Technologist

DEPARTMENT: Academy for Teaching Excellence

DIVISION: Academic Affairs

HOURS: Full-Time, Exempt, 35 hours per week, Monday through Friday, 8:30-4:30

Note: as a member of our exempt work force there could be occasions when a commitment beyond the normal workweek may be required.

General Description:

The Instructional Technologist serves in the training and support of faculty in their use of technology in the classroom. An understanding of technology as a pedagogical tool is essential. The position of Instructional Technologist is a full-time appointment requiring a minimum of 35 hours of service per week to the College.

Functions:
1. Provides instructional technology training and support to faculty and administration within Academic Affairs.
2. Support the mission of the College and Academic Affairs.
3. Model and promote professional behavior and stewardship toward the College programs and facilities.

Organizational Relationships:
1. Reports to the Director of the Academy for Teaching Excellence.
2. Collaborates with members of the College faculty, staff and administration.

Specific Duties and Responsibilities:
1. Provide support for faculty in their use of instructional technologies through face-to-face, online, and one-to-one support.
2. Provide front line support for faculty and students using technologies in face-to-face, online, and blended courses.
3. Assist faculty in the implementation of technological innovations as it relates to teaching.
4. Collaborating, developing and conducting special topic workshops in the use of instructional technologies.
5. Collaborates in the planning, design, documentation and implementation of various software training modules and sessions based on educational best practices.
6. Review of proposed software and the integration process to be applied to classroom technology.
7. Identify, test and evaluate current and emerging technologies that could enhance learning outcomes.
8. Participate and support college committees and task forces as necessary to the position.
9. In collaboration with the Information Technology Department support of the Learning Management System as well as other classroom technologies.
10. Other projects and tasks as assigned.
Methods of Accountability:
1. Verbal and written communications with the Director of the Academy for Teaching Excellence.
2. Verbal and written feedback from faculty, staff and other College stakeholders.
3. Annual performance evaluations by the Director of the Academy for Teaching Excellence.

Mental and Physical Requirements:
1. Effective and professional verbal and written communication skills.
2. Ability to adjust to changing technologies.
3. Ability to work well with individuals of a wide range of skills and backgrounds.
4. Professional demeanor.
5. Ability to handle discretion and confidentiality.
6. Ability to work independently and allow for frequent interruptions.
7. Ability to analyze and resolve routine and crisis situations in a timely manner.

Education, Training and Experience:
1. Bachelor’s degree required, master’s degree in Instructional Technology or related field preferred.
2. Demonstrated knowledge of experience regarding online learning management systems and instructional technologies.
3. Experience in Higher Education environment preferred.
4. Requires strong interpersonal, organizational and presentation skills.

If you are interested in applying for this position; please submit a cover letter, resume and contact information for three professional references to: the Office of Human Resources, 2360 State Route 89, Seneca Falls, NY 13148, or e-mail your response to: sbowman@nycc.edu

* Employment is subject to the favorable result of a background investigation and where applicable, confirmation of appropriate degrees and credentialing.

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