

Learning Environments Associate  
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=226793>

Downloaded On: May. 9, 2024 10:50am

Posted Dec. 4, 2023, set to expire Aug. 4, 2024

<b>Job Title</b>	Learning Environments Associate
<b>Department</b>	Curriculum, Assessment and Teaching Transformation
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Dec. 4, 2023
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Educational Services
<b>Job Website</b>	<a href="https://www.ubjobs.buffalo.edu/postings/46870">https://www.ubjobs.buffalo.edu/postings/46870</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

Position Summary

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The University at Buffalo **Office of Curriculum Assessment and Teaching Transformation (CATT)** seeks to hire a **Learning Environments Associate** to support innovative 21st century teaching practices. The Associate will have an operational understanding of traditional, hybrid, Hy-flex, and digital learning environments and teaching technologies that can be deployed to promote learning in these contexts. The Associate facilitates the process of vetting and adopting new and innovative teaching technologies and will support integration of new teaching technologies into Brightspace (UB's learning management system). In addition, the Associate will provide technical support for the newly launched Course Merchant professional and continuing education marketplace and provide back-up technical support for Brightspace, while learning to take over system administrator duties for both platforms.

**Key accountabilities and responsibilities**

- Develop an operational understanding of the technical administration of Brightspace; engage in data management, extraction, and analysis for learning data; and provide technical support as help requests are received via the Remedy Force ticketing system.
- Serve as system administrator for Course Merchant, including professional and continuing education catalog development and responding to user help requests.
- Collaborate with instructors/units/departments, vendors, UBIT, Business Services, EDI, and the UB Learns support team to fully vet new teaching technologies, route them through the approval process, and ensure that they are integrated into Brightspace.
- Develop, deliver, and maintain training and communications related to best practices for using teaching technologies to promote student learning.
- Contribute content and expertise to strategic collaborations within the Office of Curriculum, Assessment, and Teaching Transformation (CATT) related to Brightspace usage and teaching technologies.

The Office of Curriculum, Assessment, and Teaching Transformation (CATT) at the University at Buffalo promotes educational excellence through support of instructional and learning environments design; assessment of program and teaching effectiveness; and dissemination of evidence-based instructional strategies. For more information, please visit the **CATT website**.

**Outstanding Benefits Package**

Working at UB comes with benefits that exceed salary alone. There are personal rewards including comprehensive health and retirement plan options. We also focus on creating and sustaining a healthy

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mix of work, personal and academic pursuit – all in an effort to support your work-life effectiveness. Visit our benefits website to learn about our [benefit packages](#).

### About The University at Buffalo

The University at Buffalo (UB) #ubuffalo is one of America's leading public research universities and a flagship of the State University of New York system, recognized for our excellence and our impact. UB is a premier, research-intensive public university dedicated to academic excellence. Our research, creative activity and people positively impact the world. Like the city we call home, UB is distinguished by a culture of resilient optimism, resourceful thinking and pragmatic dreaming that enables us to reach others every day. Visit our website to learn more about the [University at Buffalo](#).

University at Buffalo is an affirmative action/equal opportunity employer and, in keeping with our commitment, welcomes all to apply including veterans and individuals with disabilities.

### Minimum Qualifications

- Associate's degree and 2 years of experience in higher education in instructional design, technological support for Brightspace, and/or supporting instructors with teaching technologies.
- Excellent interpersonal and communication skills (written and verbal), planning, organizational and analytical skills.
- Strong computer skills essential. Demonstrated proficiency with productivity software (such as Microsoft Suite), database tools, and the Brightspace learning management system.
- Ability to work in a diverse environment exhibiting understanding, appreciation, and respect for all individuals.

### Preferred Qualifications

- Bachelor's degree
- One (1) year of higher education experience in instructional design, technological support for Brightspace, and/or supporting instructors with teaching technologies.
- Familiarity with the Remedy Force ticketing system, data management for courses, instructors, and student enrollments, and with predictive and generative AI is also desirable.

### Contact Information

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Please reference Academickeys in your cover letter when  
applying for or inquiring about this job announcement.

**Contact**

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