

Instructional Technologist
Embry-Riddle Aeronautical University

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Posted Dec. 6, 2019, expired Apr. 6, 2020

Job Title Instructional Technologist

Department

Institution Embry-Riddle Aeronautical University
Daytona Beach, Florida

Date Posted Dec. 6, 2019

Application Open until filled

Deadline

Position Start Available immediately

Date

Job Categories Professional Staff

Academic Field(s) Student Services
Information Technology

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Job Description

Description

The IT Services Department at Embry-Riddle Aeronautical University's Daytona Beach Campus is currently looking for an instructional technologist who provides a customer service role in the Information Technology department to promote faculty's use of instructional technology and ensure the successful use of technology in course delivery. This position integrates knowledge of instructional methodology with technical knowledge to maximize the use of applications and technologies used in the pedagogical process.

The instructional technologist will focus on providing training for faculty and staff on a variety of instructional technologies such as: (1) web and traditional video conferencing, (2) learning

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management systems, (3) classroom and lecture capture systems, (4) interactive polling software, and other technologies used in course delivery on the Daytona Beach and Prescott Campuses. The instructional technologist will also maintain processes and documentation to keep the current systems running smoothly. Candidate will provide guidance and feedback on best practices for effective use of technology. Candidate must possess a solid understanding of academic technologies including web and video conferencing. The instructional technologist will lead and/or participate in instructional technology pilots.

The instructional technologist will work closely with the Center for Teaching and Learning Excellence staff, the IT support staff and the A/V support team. Candidate will interpret the needs of faculty in relation to instructional technologies and be an advocate for faculty to the IT staff. The instructional technologist must be a progressive thinker and understand emerging instructional technology trends and advancements to ensure that Embry-Riddle stays abreast of instructional technology advancements that can enhance learning.

Flexible working hours and accessibility after hours is expected and required during various phases of deployments. Candidate must support excellence in student services at every opportunity along with academic quality in our teaching and learning environment. Candidate must participate as a team member and support our team environment.

Responsibilities include the following:

Provide training on enterprise instructional technology systems, i.e.: Web and traditional video conferencing, learning management systems, lecture capture, classroom response systems, etc. to faculty and staff. This includes any necessary peripherals such as tablets, web cams, and Polycom speaker systems. The creation of job aids or other tools to aid the training process are expected.

Provide best practices and support for the instructional technologies – for both faculty and staff.

Possess a thorough understanding of all classroom technology, associated processes and the multi-faceted technology platform involved in order to evaluate any issues that might arise and make appropriate recommendations and necessary referrals.

Participate in technology and construction project team meetings and work collaboratively with team members. Support the evolution of classroom technology and planning for future developments.

Suggest and participate in the investigation of new technologies that will enhance the classroom and the technology environment of the Daytona Beach campus.

Interface with the peers at Worldwide and Prescott campuses to ensure a consistent approach across the university. Cooperation and coordination is needed.

Provide information to the Director that will help in the development of strategic initiatives that support growth, increase student satisfaction, and primarily support technology enhancements and innovations in the classroom (physical or virtual).

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Attend conferences and meetings to maintain currency in information and standards regarding technology in support of current and future strategic plans.

Qualifications

Required skills, knowledge, abilities: Three years technology related experience in higher education preferred. Knowledge of academic/classroom technology principles and concepts, including hardware, software applications, web conferencing and usability aspects. Analytical problem solving abilities, exercising independent judgment in formulating decisions. Demonstrated strategic and operational planning abilities. Good oral and written communication skills. Excellent communication skills with the ability to communicate with all levels of staff, student and faculty.

Master's degree in related field preferred

Knowledge of Canvas & Blackboard Learning Management System a plus.

Teaching experience in a higher education environment, preferred.

Instructional experience with traditional and non-traditional students.

Aptitude for instructional technologies and an understanding of pedagogy and andragogy.

Deliver engaging training presentations.

Provide excellent customer service to co-workers, staff, students, faculty and customers.

Maintain cooperative working relationships with supervisor/manager and other staff members at all times.

Good organizational skills.

Ability to recognize and deal with priorities; recognize and perform duties not directly assigned; and assists others as needed.

Ability to learn new things and keep up with the pace of changing technology.

Ability to investigate, problem solve and take corrective action.

Maintain a positive and professional image.

Tactfully handle difficult situations and maintain composure under pressure.

Seek guidance and direction as necessary for performance of duties.

Provide input to the development of strategic and tactical plans in support of the Worldwide Campus.

Ability to support IT Core Values by focusing on improvements, believing in our team and partners throughout the university, learning from mistakes, being accountable for actions and showing determination, focus and tenacity.

Contact Information



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Contact

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