Instructional Consultant for AI/Technology- Enabled Pedagogy
University at Buffalo, The State University of New York

Job Title	Instructional Consultant for AI/Technology- Enabled Pedagogy
Department	Teaching Transformation Team
Institution	University at Buffalo, The State University of New York
	Buffalo, New York
Date Posted	Jan. 29, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Consultant
Academic Field(s)	Administrative Support/Services
Job Website	https://www.ubjobs.buffalo.edu/postings/55508
Apply By Email	
Job Description	

Position Summary

The **Instructional Consultant (Consultant)** supports instructors across UB in developing and improving courses by promoting evidence-based teaching practices. This role involves consultation with faculty, teaching assistants, and staff to address pedagogical needs across various course formats in both physical and digital learning environments. This position specializes in supporting faculty in the adoption of innovative and technology-enabled pedagogy, including but not limited to generative AI, to promote student engagement and success.

Key accountabilities and responsibilities in the support AI-enabled pedagogy include:

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- Provide instructional support for course design and delivery.
- Develop pedagogical training resources
- Design and deliver webinars related to effective pedagogy.
- Develop content for and facilitate regular workshops, webinars, and events, such as TA Orientation, New Faculty Academy Teaching Track, etc.
- Consult with instructors on the implementation of the learning management system to support course goals and meet student needs.

We invite individuals to apply whose perspectives and experiences will enrich and strengthen our organization. The Office of Curriculum, Assessment, and Teaching Transformation serves an increasingly diverse constituency of faculty and staff, and our employees, services and policies strive to honor and reflect this diversity. We encourage candidates who thrive in a welcoming multicultural environment to apply.

About the Department
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. Each office within the department supports the mission of educational excellence. Educational Effectiveness & Learning Analytics (EELA) supports program improvements through the program assessment and review process and through student evaluations of teaching. The Teaching Transformation team supports the effective design of courses and curricula through evidence-based approaches. The office of Learning Environments and Spaces works to establish in-person and virtual learning environments that promote effective teaching and learning.

Learn more:

- Our **benefits**, where we prioritize your well-being and success to enhance every aspect of your life.
- Being a part of the **University at Buffalo community.**

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.

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Minimum Qualifications

- Bachelor's degree with two (2) years of experience in higher education in the areas of instructional technologies or direct instructional support.
- Strong organizational and project management skills.
- Teaching experience at the post-secondary level.
- Experience working in a college or university setting with significant experience related to instructional design, course building, or support of a learning management system
- Strong verbal, written and interpersonal communication skills. Ability to communicate clearly and respectfully with diverse populations.
- Strong computer skills essential. Demonstrated proficiency in Microsoft Office Suite including Word, Excel, and Outlook. Familiarity with common learning management systems, including Brightspace, Blackboard, Canvas, and Moodle.
- Familiarity with generative AI tools, such as ChatGPT, Midjourney, Claude, Microsoft Copilot, etc.

Preferred Qualifications

Master's degree with three (3) years of experience in higher education, ideally at an R1 institution, in the areas of instructional technologies and direct instructional support, including utilization of a learning management system and other instructional technologies

Contact Information

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

Contact

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