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**JOB POSTING
OFFICE OF HUMAN RESOURCES
December 8, 2022**

POSITION: Sr. Instructional Technologist

DEPARTMENT: Academy for Teaching Excellence

REPORTS TO: Dean of Faculty and Research

DIVISION: Academic Affairs

HOURS: Exempt, Full-Time, 35 hours per week

This position will generally be expected to work Monday through Friday 8:30 a.m. - 4:30 p.m. However, you may coordinate a flexible or alternate work schedule through your supervisor.

General Description:

The Senior Instructional Technologist assists and supports faculty in the development of course materials, educational activities, and training in the use of technology in the classroom. An understanding of technology as a pedagogical tool is essential. The position is a full-time appointment requiring a minimum of 35 hours of service per week to the College.

Functions:

1. Assist faculty with the development of course materials and educational activities.
2. Provide instructional technology training and support to faculty and administration within Academic Affairs.
3. Support the mission of the College and Academic Affairs.
4. Model and promote professional behavior and stewardship toward the College programs and facilities.

Organizational Relationships:

1. Report to the Dean of Faculty and Research.
2. Work in partnership with all faculty, academic deans, directors, health center administrators, the systems administrator and the educational technology personnel.
3. Responsible for the direct supervision of the Faculty Development Coordinator / Instructional Technologist.

Specific Duties and Responsibilities:

1. Provide support to faculty in the development of course materials and educational activities using effective and evidenced-based pedagogical tools.
2. Provide support for programmatic design, development, and implementation.

3. Participate in the faculty mentoring process and new faculty orientations.
4. Assist faculty and students in the utilization and implementation of technological tools and innovations as it relates to teaching, testing, scholarly activities and assessment of student learning in various settings and platforms.
5. Act as the contact person for contract renewals and technical support of instructional technology software and platforms such as ExamSoft, D2L, Turnitin, etc. Communicate important updates and changes to the students, faculty, and staff as deemed necessary.
6. Collaborate in the planning, design, documentation and implementation of various software and other technological training modules and sessions based on educational best practices.
7. Review and report on proposed software and the integration process to be applied to classroom technology.
8. Participate in the evaluation of the learning management system for alignment with Northeast's mission and curricular objectives.
9. Provide guidance, support, formative and summative evaluation of the performance of the Faculty Development Coordinator / Instructional Technologist.
10. Keep abreast of new opportunities surrounding instructional technology and faculty development through collaborations with professional organizations.
11. Other projects and tasks as assigned.

Methods of Accountability:

1. Verbal and written reports to the Dean of Faculty and Research.
2. Verbal and written feedback from faculty, staff and other College stakeholders.
3. Annual performance evaluation by the Dean of Faculty and Research.

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. Master's degree in Instructional Technology or related field.
2. Demonstrated knowledge and 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 of interest, 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: humanresources@northeastcollege.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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