

Saint Michael's College Job Description

Job Title: Associate Director of Educational Technology

Department: Information Technology

Supervisor or Manager: Director of Information Technology

Date Created: 06/13/2013

Last Revised: 07/11/2023

Our Mission: It is the mission of Saint Michael's College to contribute through higher education to the enhancement of the human person and to the advancement of human culture in the light of the Catholic faith.

Major Objectives:

- Oversees the development, implementation, and maintenance of educational technology systems in support of teaching and learning initiatives
- Works collaboratively with faculty, staff, and students to identify and implement new technologies and tools that enhance the educational experience and ensure effective integration of technology into the curriculum

Essential Duties and Responsibilities:

- Provides leadership and strategic direction in the development and implementation of educational technology initiatives
- Collaborates with faculty, staff, and students to assess and address educational technology needs and accessibility standards
- Develops course design team to recommend tools and strategies to address teaching goals and learning needs across all modalities (in-person, online, and hybrid)
- Manages the selection, implementation, and maintenance of educational technology systems, including learning management systems (LMS), online learning platforms (OLP), classroom technology, and the SMC Makerspace
- Develops and leads high-quality training on academic technology systems and design best practices, inclusive of live training and maintains a knowledgebase of self-service resources
- Partners with Academic Affairs to assist with building, supporting, and leading academic projects related to technological and pedagogical innovation
- Manages educational technology budgets and resources
- Reviews and assesses work performed by direct reports
- Participates in departmental and campus-wide learning opportunities to further develop awareness, skills, and knowledge in supporting and fostering inclusion and belonging for students and colleagues
- Sees the value of cultural, ethnic, gender, and other individual differences in people. Helps to create an environment of learning about, valuing, encouraging, and supporting differences
- Seeks different points of view and leverages diverse perspectives in group processes and decision-making. Checks own views against the views of others
- Supports fair treatment and equal opportunity for all. Listens to and objectively considers the ideas/input of others. Respects the talents and contributions of all individuals

Secondary Responsibilities:

- Helps coordinate orientation, registration days; participates in opening week activities as assigned
- Maintains and extends expertise in teaching and learning with technology through research and regular professional development

Positions Supervised:

- Instructional Technologist
- Manager of Classroom Technology
- Makerspace Manager

Major Contacts:

- All IT Staff
- Faculty/Staff and Students
- Department Chairs
- Academic Leadership

Demonstrates Excellence:

- Demonstrates commitment to diversity, equity, and inclusion
- Engages with constituents with a high level of inclusivity, equity, and sensitivity
- Shows commitment to the Information Technology department's mission of providing a robust technology environment for the students, faculty, and staff of Saint Michael's College
- Understands the important role of the department as primary information-technology provider on the SMC campus
- Demonstrates a sound understanding of academic and business processes/cycles that the department supports
- Displays an awareness of how the technologies deployed by the department affect those who use them
- Clearly understands the impact of change on customers and vendors/partners
- Creates stimulating, proactive communication plans and consistently completes projects on time and on budget
- Takes on new challenges willingly to enhance services provided by the department and for the betterment of the College
- Assumes responsibility for outcomes and takes appropriate action to ensure individual and team success
- Remains open to continuous evaluation and improvement at all times

Education and Work Experience:

- Bachelor's degree
- Experience providing training and support to faculty, staff, and students in the use of educational technology tools and systems
- Teaching experience preferred
- Two or more years of supervisory experience
- Interest in emerging technology
- Strong communication, collaboration, and project management skills
- Ability to work independently and manage multiple projects and priorities

Analytic Skills:

- The ability to assess the results of various analytical techniques in order to identify cause-and-effect relationships and then develop plans to change a situation.

Language and Literacy Skills:

- Reads and interprets a wide range of information. May interpret documents to others
- Regularly develops reports and correspondence. Able to shift writing style as needed for different audiences
- Regularly explains policies, listens to questions, responds and problem solves
- Speaks to individuals and small groups effectively

Computer/Technology Skills:

- Experience with learning management system (LMS), preferably Canvas
- Highly proficient with Microsoft Office products

Licenses, Certifications and Other Requirements:

- Support Center certification desired, but not required

Physical Demands:

Work is often performed in a typical office environment requiring:

- Sitting in a normal seated position for extended periods of time

- Reaching by extending hand(s) or arm(s) in any direction
- Dexterity sufficient to manipulate objects with fingers, for example operating a computer keyboard
- Communication skills using the spoken word
- Vision sufficient to see within normal parameters
- Hearing sufficient to hear within normal range
- No or very limited physical effort
- No or very limited exposure to physical risk

While performing the duties of Associate Director of Educational Technology, occasionally the employee is required to lift and/or move up to 10 pounds.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential functions.

Additional Requirements for the Job:

- Occasional weekend hours during training periods and orientations

The above job description in no way states or implies that these duties are the only duties performed by this employee. The incumbent is expected to perform other related duties necessary for the effective operation of the College.