



NYCC is an equal opportunity employer.

**JOB POSTING
OFFICE OF HUMAN RESOURCES
September 18, 2017**

POSITION: Instructional Technologist (Temporary Position)

DEPARTMENT: Academy for Teaching Excellence

DIVISION: Academic Affairs

HOURS: Full-Time, Mon-Fri, 8:30 a.m. – 4:30 p.m.

General Description:

The Instructional Technologist serves in the training and support of faculty in their use of technology in the classroom. An understanding of technology as a pedagogical tool is essential. The position of Instructional Technologist is a full-time appointment requiring a minimum of 35 hours of service per week to the College.

Functions:

1. Provides instructional technology training and support to faculty and administration within Academic Affairs.
2. Support the mission of the College and Academic Affairs.
3. Model and promote professional behavior and stewardship toward the College programs and facilities.

Organizational Relationships:

1. Reports to the Dean of the School of Health Sciences and Education / Director of Academic Services.
2. Collaborates with members of the College faculty, staff and administration.

Specific Duties and Responsibilities:

1. Provide support for faculty in their use of instructional technologies through face-to-face, online, and one-to-one support.
2. Provide front line support for faculty and students using technologies in face-to-face, online, and blended courses.
3. Assist faculty in the implementation of technological innovations as it relates to teaching.
4. Collaborate, develop, and conduct special topic workshops in the use of instructional technologies.
5. Collaborate in the planning, design, documentation and implementation of various software training modules and sessions based on educational best practices.
6. Participate and support college committees and task forces as necessary to the position.
7. In collaboration with staff from the Academy for Teaching Excellence and the Information Technology Departments, support the Learning Management System as well as other classroom technologies.

8. Other projects and tasks as assigned.

Methods of Accountability:

1. Verbal and written communications with the Dean of the School of Health Sciences and Education / Director of Academic Services.
2. Verbal and written feedback from faculty, staff and other College stakeholders.
3. Annual performance evaluations by the Dean of the School of Health Sciences and Education / Director of Academic Services.

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. Bachelor's degree in Instructional Technology or related field preferred.
2. 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, 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: sbowman@nycc.edu

** Employment is subject to the favorable result of a background investigation and where applicable, confirmation of appropriate degrees and credentialing.*

New York Chiropractic College is an Equal Opportunity employer and does not discriminate against students or employees on the basis of age, race, color, creed, gender, sexual orientation, or handicapping conditions (or any other protected status) in its educational programs, financial aid, activities, admissions and employment practices.