Director, Educational Technology Center

Job Code 00001280

General Description
To direct the operations of the Educational Technology Center and to lead the university’s collaborative program to integrated technology and learning.

Examples of Duties
Provide leadership aligning with the initiatives and operations as defined by the division and department’s mission and goals.
Serve as advocate for the effective and appropriate applications of information technology to teaching, learning, research, and scholarly activities.
Supervise programs and operations of the ETC.
Provide advice and assistance in achievement of staff goals.
Meet the organizational mission and goals with emerging technologies.
Manage multiple team-based projects, department programs, and initiatives by setting operational goals and objectives, allocating resources, and initiating effective actions.
Direct the development and implementation of strategic and operational plans.
Identify and evaluate emerging academic technologies and facilitate their integration into the university.
Perform other duties as required.

Knowledge, Skills, and Abilities
Knowledge of: instructional design and development; workshops and presentations; sponsored projects; partnership and alliances; team building and collaboration.

Skill in: preparing clear, concise, and grammatically correct reports, letters, and funding proposals; creating articles on project and/or research progress for publication; preparing partnership and alliance agreements; establishing rapport with a variety of clients; effectively directing the work of others to motivate output; mediate disputes among employees; work as a team member on collaborative tasks; problem solving and decision making.

Ability to: read professional journals, conference reports, and correspondence; understand university policy and procedure; interpret contracts and agreements; understand descriptive, inferential, parametric, and non-parametric statistics; perform intermediate math; explain technical processes to lay persons; conduct presentations.

Educational Experience
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements

Reviewed on 5/17