Assistant Director, Learning Spaces

Job Code 50029478

General Description
Responsible for designing and building technology-rich learning spaces and solutions that foster learning, discovery, and collaboration.

Examples of Duties
Lead the Solutions Team in developing embedded technology in learning spaces on campus. Responsible for ensuring hardware and software is purchased for the department and projects. Maintain the budget and inventory for hardware and software expenditures. Research and test new hardware and software that can be integrated into learning spaces. Act as a part of the Unit and Department project management team. Assist the Director in providing training programs and materials for internal technical knowledge base, professional development for developmental staff, and end users of learning spaces. Provide oral and written communication in timely, courteous, and effective ways. Oversight of the Open Computer Labs.

Knowledge, Skills, and Abilities
Knowledge of: a broad understanding of technical systems and components and how they interoperate.

Skill in: use of technology to perform daily tasks; lead the Solutions Team; determine needs and wants of clients.

Ability to: coordinate project development from start to finish and assign tasks to team members to ensure project milestones are met.

Experience and Education
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