Assistant Director, Educational Technology Center

Job Code 50021368

General Description
Assist in the management of the Educational Technology Center by overseeing a specific subset of the center’s services and projects.

Examples of Duties
Manage multiple projects within the division by setting operational goals and objectives for assigned group.
Facilitate the effective operations of application development, initiatives, and projects with the center in concert with the university, IT, ITS and ETC’s goals.
Direct the development and implementation of the center’s strategic and operational plans.
Develop documentation of project activities for communication with users, sponsors, process owners, etc.
Supervise staff.
Assist departments in development and execution of project requests, feasibility studies, project plans, and implementation/procurement strategies.
Provide support for change management and training efforts as needed.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: University policies and procedures and Board of Regents rules; faculty and staff rules and regulations; fundamentals of enterprise resource management, security, and data management, application development, System Development Life Cycle, and other relevant technological concepts

Skill in: Preparing clear, concise, and complete reports; establishing rapport with staff and faculty, coordinating effective management of projects; diagnose and implement appropriate solutions that address user complaints;

Ability to: Read and interpret manuals and understand university policy and procedures; perform intermediate math; delegate responsibilities to others; explain instructions and technical material to persons spanning the full range of technical competency.

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