Director, Learning Spaces

Job Code 50029079

General Description
Responsible for overseeing teams in charge of developing, building and supporting technology-rich learning spaces that foster learning, discovery and collaboration.

Examples of Duties
Work with AVP and direct reports to set the overall strategy, vision and trends.
Produce and manage budgets for the department.
Allocate resources and initiate effective action that is both timely and adaptable to changing circumstances.
Sponsor, lead, and facilitate projects, programs and initiatives.
Develop clear and effective documentation of project activities for communication with users, sponsors, process owners, etc.
Create professional presentations for groups at the university or for conferences.
Engage the teaching and learning community in the products and services that Learning Spaces produces.
Develop metrics for reporting, collect relevant data and metrics, and produce reports, documents, project proposals and budgets.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: trends and best practices for the use of technology in higher education institutions; university structure; university policies, procedures and processes; academic areas including teaching, learning, research and other scholarly and creative activities.

Skill in: analyzing processes and procedures; decision-making; basic technology principles dealing with applications, network, security, and hardware; preparing clear and concise reports, letters, and proposals; supervising professional personnel.

Ability to: establish rapport with variety of clients; mediate disputes; interact courteously; work in a team; prioritize projects and work; explain technical material; interpret and apply complex legal and technical documents.

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