Proposed Position Title: Instructional Technologist/LMS Specialist

6 month appointment
Hourly rate: $40/hour/ 35 hours per week

Proposed Position Summary

Under the supervision of the Director of Technology Enhanced Education the Instructional Technologist/LMS Specialist will oversee, support and promote the effective use of technology and design in online teaching, course, and program design.

The successful candidate will possess an in-depth and current understanding of instructional issues related to teaching and learning in blended and online courses, as well as experience using a wide range of hardware and software tools to develop instructional materials. They will provide technical support for the school's learning management system, D2L Brightspace and be responsible for the design, development, implementation, delivery, and maintenance of resources used for instructional functions.

They will collaborate closely with Academic Departments at GPH in the curricular renovation, and the design of hybrid and online courses.

Principal Duties

Course design and development for online programs
Responsible for designing and building courses including
    ● Conducting an analysis of course goals, objectives, and outcomes
    ● Conducting course design meetings with faculty
    ● Overseeing successful Preparation & Development phase of Course Design
    ● Coordinating production of media and other content
Apply appropriate instructional design theories to instructional scenarios
Review course content and ensure learning materials are updated as necessary.
	20%

Collaborate in the planning, technical implementation, and management of educational and research projects with faculty, software developers, graphics professionals, and systems administrators. Supervise student employees working on instructional technology projects.	30%
Develop training materials and teach workshops as well as one-on-one consulting with faculty on the pedagogical strategies and technologies for teaching and learning with online tools, the use of the University's LMS and related tools, and the use of technologies available in University classrooms.	30%
Collaborate with NYU IT staff, staff in the Library, and IT or instructional support staff in University schools, departments, and sites.	10%
Keep abreast of emerging technologies and national trends; May supervise 1-3 student employees.	10%

Position Qualifications

Required Education

Either (1) a Master's degree in instructional design, curriculum and instruction, educational technology, instructional systems, education, or a closely related field
Or (2) a Bachelor's degree in any field and at least five years of work experience in the field of course development by the time of hire.
Experience developing instructional materials for learning management systems (e.g., Blackboard, Sakai, Brightspace and/or Canvas).

Required Experience

Experience presenting, discussing and applying educational theory into practice; working with faculty and students as well as other IT professionals. Minimum 5 years experience in developing and delivering workshops on distance education. Demonstrated professional experience in designing and developing user interfaces for dynamic websites. Experience developing instructional materials for learning management systems (e.g., Blackboard, Sakai, Brightspace and/or Canvas).

Experience training and supporting faculty and students in the use of learning management systems such as D2L Brightspace, Sakai, Blackboard, Moodle, and/or Canvas; experience using and supporting web conferencing tools such as WebEx or Zoom; audience response systems such as Poll Everywhere

Experience in Google Apps, including but not limited to Google Docs, Google Sheets, Google Forms, Google Drive and Gmail. Experience designing graphical elements of web applications. Experience with audio and video codecs and image file formats. Experience working on a variety of projects simultaneously. Experience creating rapid prototypes for projects. Experience evaluating the usability of web user interfaces.

Current Required Knowledge, Skills and Abilities

Demonstrated knowledge of adult learning theory, instructional design models, instructional technology and distance education. Demonstrated experience working with curriculum and assessment. Demonstrated effectiveness in designing, developing, and delivering online courses. Knowledge of the use of course management systems. Ability to convey the affordances of technology in education. Familiarity with collaborative learning technologies. Experience collaborating with other information technology professionals on joint projects. Strong written and oral communication skills, and the ability to maintain high levels of creativity and quality; Ability to be flexible in work assignments that may require changing priorities regularly; Strong organizational skills and the ability to meet project deadlines, stay on track, and communicate workflow obstacles. Ability to be proactive, take ownership of assigned responsibilities, and work independently; Creative problem solving abilities and initiatives. Ability to work with all levels of employees across the University and be able to effectively communicate to various key constituencies.