Assistant Director, Academic Technologies
Instructional Technology & Design Support

Department: LITS: Teaching & Learning Tech, Woodruff Library
Salary: Commensurate with qualifications and experience
Position Availability: Immediately

Job Description

Reporting to the Library & Information Technologies Director of Academic Technologies, the Assistant Director, Academic Technologies is responsible for facilitating and coordinating plans and pathways that drive innovation and smart academic technology use within teaching and learning environments at Emory University.

This is a new leadership position which includes 6 direct reports who provide support and collaborate with faculty to accomplish teaching and learning objectives with appropriate technology. Primary focus will be on teaching and learning in Emory’s Learning Management Systems (Canvas) and associated external applications that extend the core functionality of the LMS.

The Assistant Director, Academic Technologies works closely with the larger Academic Technologies management team to establish the strategic direction for excellent academic technology adoption and use, and advocates for a consistent academic technology experience in teaching and learning across campus. This position requires building deep relationships and working in close coordination with faculty, librarians, academic and campus life administrators across all University schools and colleges.

Key Responsibilities

A. Service Management

- Manages the overall strategic direction and operations for the instructional design/technology team.
- Assesses, introduces, and manages broad-scale deployment of academic technologies, developing and leading strategies to establish priorities, goals, objectives and standards for services.
- Develops and implements service level agreements and authors business cases for new and innovative technology services.
- Conducts annual surveys and consultations to evaluate services, plan improvements and provide directions for future technology adoption.
- Evaluates and summarizes departmental metrics to measure performance and forecast future needs.
- Determines service policy and procedures to create stable services with existing resources.
• Partners with vendors and equipment manufacturers to influence product development and create opportunities for piloting and testing new technologies.
• Represents the Libraries & Information Technology Services division on various committees and working groups.

B. People Management

• Hires, trains and supervises staff.
• Manages people resources and processes to administer day-to-day operations.
• Identifies individual and team skill gaps and developmental opportunities to facilitate career development.
• Ensures documented career goals and detailed plans for achieving these goals to develop individuals professionally.
• Provides technical expertise to support team collaboration for resolving issues and meeting customer expectations.
• Manages team compliance with LITS policies and procedures to meet ITIL and enterprise requirements and expectations.

Required Qualifications

• A graduate degree in learning sciences, instructional design/technology, educational technology, or related field.
• Demonstrated sound understanding of instructional design in a higher education context; thorough knowledge of pedagogical theory and practice and emerging instructional technologies.
• Excellent project management and written and oral communication skills
• Knowledge and skill in using online/blended teaching tools such as learning management systems, audio and video capture software, social media and networking
• Demonstrated experience managing complex instructional design projects in a higher education environment; ability to deal with multiple constituencies in a dynamic work environment
• Experience managing and motivating a team, where significant initiative and direction are required.

University Minimum Required Qualifications

A bachelor's degree in Instructional/Educational Technology or a related field and five years of academic technologies-related work experience including experience in lead or supervisory role, OR an equivalent combination of education, training, and experience. A master's degree is preferred.

Diversity Statement

Emory Libraries recognize diversity, equity, and inclusion as core values integral to achieving our mission to enrich the quality of life and advance intellectual discovery by connecting people of diverse backgrounds and experiences. We champion an inclusive work environment through competency training, reassurance of personal growth, restorative communication practices, and diverse recruitment and retention. We offer exhibits, collections, programming, and research
assistance that speaks to the rich needs and identities of patrons from the Emory community and beyond. We encompass opportunities that strengthen these values. We invite you to bring your true self to the library and feel welcomed when you arrive.

**Application Procedures**

Interested candidates should review the applications requirements and apply online at

https://staff-emory.icims.com/jobs/38975/assistant-director%2c-academic-technologies-instructional-technology-%26-design-support/job

Review of applications will continue until position is successfully filled. Emory is an Equal Opportunity/Affirmative Action Employer that welcomes and encourages diversity and seeks applications and nominations from women and minorities.

Emory University is an equal opportunity/equal access/affirmative action employer fully committed to achieving a diverse workforce and complies with all applicable Federal and Georgia State Laws, regulations, and executive orders regarding nondiscrimination and affirmative action in its programs and activities. Emory University does not discriminate on the basis of race, color, religion, ethnic or national origin, gender, genetic information, age, disability, sexual orientation, gender identity, gender expression, and veteran’s status.

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