Assistant Director, Academic Technologies

Department: Student Digital Life, Robert W. Woodruff Library
Salary: Commensurate with qualifications and experience
Position Availability: Immediately

Job Description

Assesses, introduces, and manages broad-scale deployment of academic technologies, developing and leading strategies to establish priorities, goals, objectives and standards for services. Researches and evaluates software products to determine potential fit and applicability for faculty and student services. Develops and implements service level agreements and authors business cases for new and innovative technology services. Manages and implements technology-based learning through individual, group, and classroom arrangements.

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 (LITS) division on various committees and working groups. 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. Performs other related duties as required.

Minimum 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.
Application Procedures

Interested candidates should review the applications requirements and apply online at https://sjobs.brassring.com/TGnewUI/Search/Home/Home?partnerid=25066&siteid=5043#jobDetails=633671_5043

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/Affirmative Action/Disability/Veteran Employer.