# Project Coordinator, Technology Strategist

**Job Number:** 59399BR

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<tr>
<th>Campus/Location</th>
<th>Tempe</th>
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<tbody>
<tr>
<td>Department Name</td>
<td>Mary Lou Fulton Teachers College</td>
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<tr>
<td>Grant Funding</td>
<td>This is a grant-funded position and is contingent on future grant funding.</td>
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<tr>
<td>Close Date</td>
<td>March 16, 2020</td>
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<tr>
<td>Salary</td>
<td>Depends on Experience</td>
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## Job Description

The Office of Scholarship & Innovation at Mary Lou Fulton Teachers College is seeking to hire a Technology Strategist to support the technology project needs of the Technology Initiatives team. This will include designing, developing, and delivering a wide variety of technology-related solutions and support across a diverse set of projects focused on principled innovation, learning futures, and other initiatives. The Technology Strategist must be a creative, flexible, and positive individual who can quickly grasp complex topics and communicate them effectively to diverse audiences. The ideal candidate champions the creative and enterprising mindset necessary for the integration of technologies, including emerging technologies such as virtual reality (VR), artificial intelligence (AI), programmables, augmented reality (AR), and Internet of Things (IoT). The successful candidate encourages others, nurtures professional, creative relationships, and promotes appropriate and ethical use of technology integration by intentionally anticipating and mitigating intended and unintended consequences. Should also demonstrate experiences providing creative physical, digital, and web-based technology solutions.

Works closely and collaboratively with stakeholders to plan, direct, organize, and execute against project requirements; identifies and acquires necessary resources and coordinates efforts by all parties to ensure timely delivery of project outcomes in accordance with sponsoring source’s expectations.

## Essential Duties

Reporting to the Director of Technology Initiatives, the Technology Strategist’s responsibilities will include:

- Coordinates project activities as assigned; assists in execution of all aspects of project as needed
- Works closely and collaboratively with key stakeholders to define project scope, strategy, budget, and outcomes; identifies critical resource expertise and targets appropriate internal and/or external sources to ensure optimal outcome(s)
- Establishes and continually monitors/manages project expectations with team; assigns tasks and identifies issues for resolution to ensure optimal team effectiveness
- Prepares and maintains all project status reports and schedules; tracks milestones/deliverables, critical paths and dependencies; re-sets expectations as needed in consideration of project progress/outcomes
- Works independently and as part of a variety of cross-college project teams to bring knowledge of technology and related topics into the project content, especially as it relates to K-12 and higher education
- Creates high profile, high quality project assets leveraging emerging technology, digital media, and website development
- Works in collaboration with Lead Technology Strategist on IgnitED Lab and to align programming, course development, and professional learning workshops in support of powerful technological pedagogy
- Works in collaboration with the Website Developer on web content creation development

**Minimum Qualifications**
Bachelor's degree. 2 years related experience; 1 of which is in project management, OR any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved.

**Desired Qualifications**
- Masters degree in Educational Technology, Media Communications or closely related field, with a focus on educational technologies, emerging technologies, or similar
- Working knowledge of current trends in technology across multiple categories including but not limited to: online digital tools, computer / device hardware, software applications, peripheral devices, mobile computing, video and audio tools, web design, and graphic design.
- Experience in exploring digital maker tools including but not limited to: web development, programming languages, 3D printing, laser cutting, programmable robotics, virtual reality hardware, Internet of things (IoT) devices, simple electronic components and kits, and drones
- Experience with any of the following: HTML5, CSS3/SCSS/LESS, Javascript/jQuery, Python, Bootstrap, Foundation, WordPress, Drupal
- The ability to work both independently and as part of a team, with strong and collegial interpersonal skills and an ability to communicate effectively in person, in writing, and online
- Advanced experience with LMS platforms, especially Canvas
- Demonstrated experience planning and leading professional workshops or seminars around technology

**Working Environment**
- Activities are primarily performed in a regular, climate-controlled office setting subject to extended periods of sitting, standing and walking.
- Visual acuity and manual dexterity associated with daily use of desktop computer; bending, stooping, reaching, lifting and pushing objects of varying weights up to 50 pounds
- Ability to clearly communicate verbally in English, read, write, see and hear to perform essential duties
- May include exposure to external environment/climate conditions including walking on uneven surfaces, climbing and high temperatures.
- Regular review of completed tasks

**Department Statement**
ASU’s Mary Lou Fulton Teachers College creates knowledge, mobilizes people and takes action to improve education. Nationally recognized as a leading innovator in teacher education and scholarly research, Mary Lou Fulton Teachers College prepares over 6,600 educators annually.

MLFTC faculty create knowledge by drawing from a wide range of academic disciplines to gain insight into important questions about the process of learning, the practice of teaching and the effects of education policy.

MLFTC mobilizes people through bachelor’s, master’s and doctoral degree programs, through non-degree professional development programs and through socially embedded, multilateral community engagement.

MLFTC takes action by bringing people and ideas together to increase the capabilities of individual educators and the performance of education systems.
**ASU Statement**

Arizona State University is a new model for American higher education, an unprecedented combination of academic excellence, entrepreneurial energy and broad access. This New American University is a single, unified institution comprising four differentiated campuses positively impacting the economic, social, cultural and environmental health of the communities it serves. Its research is inspired by real world application blurring the boundaries that traditionally separate academic disciplines. ASU serves more than 80,000 students in metropolitan Phoenix, Arizona, the nation’s fifth largest city. ASU champions intellectual and cultural diversity, and welcomes students from all fifty states and more than one hundred nations across the globe.

ASU is a tobacco-free university. For details visit www.asu.edu/tobaccofree

AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply.

Arizona State University is a VEVRAA Federal Contractor and an Equal Opportunity/Affirmative Action Employer. All qualified applicants will be considered without regard to race, color, sex, religion, national origin, disability, protected veteran status, or any other basis protected by law.

**Notice of Availability of the ASU Annual Security and Fire Safety Report**

In compliance with federal law, ASU prepares an annual report on campus security and fire safety programs and resources. ASU’s Annual Security and Fire Safety Report is available online at [https://www.asu.edu/police/PDFs/ASU-Clery-Report.pdf](https://www.asu.edu/police/PDFs/ASU-Clery-Report.pdf). You may request a hard copy of the report by contacting the ASU Police Department at 480-965-3456.

Relocation Assistance – For information about schools, housing child resources, neighborhoods, hospitals, community events, and taxes, visit [https://cfo.asu.edu/relocation-services](https://cfo.asu.edu/relocation-services).

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<th>Employment Verification</th>
<th>ASU conducts pre-employment screening which may include verification of work history, academic credentials, licenses, and certifications.</th>
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<tr>
<td>Background Check Statement</td>
<td>ASU conducts pre-employment screening for all positions which includes a criminal background check, verification of work history, academic credentials, licenses, and certifications. Employment is contingent upon successful passing of the background check.</td>
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<td>Instructions to Apply</td>
<td>Application deadline is 3:00PM Arizona time on the date indicated. Please include all employment information in month/year format (e.g., 6/88 to 8/94), job title, job duties and name of employer for each position. Resume should clearly illustrate how prior knowledge and experience meets the Minimum and Desired qualifications of this position. ASU does not pay for travel expenses associated with interviews, unless otherwise indicated. Only electronic applications are accepted for this position. <a href="https://cfo.asu.edu/applicant">https://cfo.asu.edu/applicant</a></td>
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