

## Instructional Technology Analyst, Learning Technologies Specialist (Job Number: 75154BR)

<b>Campus Location</b>	West
<b>Department Name</b>	Mary Lou Fulton Teachers College
<b>Full-Time/Part-Time</b>	Full-time
<b>Grant Funded Position</b>	This is not a grant-funded position and is not contingent on future grant funding
<b>Salary</b>	\$45,000 - \$52,000 per year; DOE
<b>Close Date</b>	February 2, 2022
<b>Job Description</b>	<p>Mary Lou Fulton Teachers College (MLFTC) is looking for a Learning Technologies Specialist to work on a dynamic team at the forefront of digital learning. The Learning Technologies Specialist will collaborate with faculty, staff, and administration to maintain digital materials and systems which support digital courses, programs, and initiatives.</p> <p>ASU and MLFTC are focused on the design and scalable delivery of digital teaching and learning models to increase student success and reduce barriers to achievement in higher education. Our high-quality learning experiences support the education of the local, national, and international communities served by ASU.</p>
<b>Essential Duties</b>	<ul style="list-style-type: none"> <li>• Provides instructional technology support to professional staff and faculty, including technical suggestions and recommendations.</li> <li>• Assists with course copy requests, course templates, course enrollment manager (CEM), and a centralized repository for digital course materials.</li> <li>• Identifies and troubleshoots errors and/or problems with the LMS and web-based applications and works collaboratively with involved stakeholders to facilitate a timely resolution.</li> <li>• Helps to maintain digital tools and software, knowledge repositories, and other systems utilized by the department and college.</li> <li>• Collaborates with subject matter experts to develop and maintain training and documentation/materials to support faculty and the digital learning team.</li> <li>• Collaborates with design teams to ensure quality assurance across digital products and materials.</li> <li>• Works with the University Technology Office to maintain technology integrations.</li> <li>• Remains abreast of technology directions, initiatives, and trends within the scope of expertise to provide ideas, guidance, and recommendations.</li> <li>• Engages on special projects with colleagues as assigned.</li> <li>• Performs other duties as requested.</li> </ul>
<b>Minimum Qualifications</b>	Associate's degree in Public Administration, Business Administration or a related field and two years of event planning and coordinating experience; OR, Four years of public relations and event planning/coordinating experience; OR, Any equivalent combination of experience and/or education from which comparable knowledge, skills, and abilities have been achieved.
<b>Desired Qualifications</b>	<ul style="list-style-type: none"> <li>• Experience working closely with faculty and administrators in a higher education environment</li> </ul>

	<ul style="list-style-type: none"> <li>• Experience using and working with current learning and content management systems technology (e.g. Canvas, Blackboard, Teachable, Airtable, Guru)</li> <li>• Experience delivering and managing content using web-based media sharing sites</li> <li>• Experience identifying and resolving problems with digital educational tools and software</li> <li>• Experience establishing and maintaining effective working relationships, including demonstrated excellence in interpersonal and collaboration skills</li> </ul>
<b>Working Environment</b>	<p>Activities are primarily performed in a regular, climate-controlled office setting subject to extended periods of sitting, standing, walking; visual acuity and manual dexterity associated with daily use of desktop computer; bending, stooping, reaching and lifting up to 20 pounds; ability to clearly communicate verbally in English, read, write, see, and hear to perform essential duties; regular review of completed tasks.</p>
<b>Department Statement</b>	<p>ASU’s Mary Lou Fulton Teachers College creates knowledge, mobilizes people, and takes action to improve education. Nationally recognized as a leader in teacher preparation, leadership development and scholarly research, Mary Lou Fulton Teachers College prepares over 7,600 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.</p> <p>Aligned with ASU’s commitment to justice, equity, diversity and inclusion, MLFTC is committed to advancing systemic equity in our curricula, programming and institutional relationships. The college’s core value of Principled Innovation connects individual decision making to the pursuit of systemic equity.</p>
<b>ASU Statement</b>	<p>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.</p> <p><b>COVID-19 Vaccination Requirements:</b> Arizona State University is a federal contractor and subject to federal regulations which may require you to produce a record of a COVID-19 vaccination. For questions about medical or religious accommodations, please <a href="#">visit the Office of Diversity, Equity and Inclusion’s webpage</a></p> <p>ASU is a tobacco-free university. For details visit <a href="https://wellness.asu.edu/explore-wellness/body/alcohol-and-drugs/tobacco">https://wellness.asu.edu/explore-wellness/body/alcohol-and-drugs/tobacco</a></p>

	<p>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.</p> <p><b><u>Notice of Availability of the ASU Annual Security and Fire Safety Report</u></b>        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 <a href="https://www.asu.edu/police/PDFs/ASU-Clery-Report.pdf">https://www.asu.edu/police/PDFs/ASU-Clery-Report.pdf</a>. You may request a hard copy of the report by contacting the ASU Police Department at 480-965-3456.</p> <p>Relocation Assistance – For information about schools, housing child resources, neighborhoods, hospitals, community events, and taxes, visit <a href="https://cfo.asu.edu/az-resources">https://cfo.asu.edu/az-resources</a>.</p>
<b>Employment Verification</b>	ASU conducts pre-employment screening which may include verification of work history, academic credentials, licenses, and certifications.
<b>Fingerprint Check Statement</b>	This position is considered safety/security sensitive and will include a fingerprint check. Employment is contingent upon successful passing of the fingerprint check.
<b>Instructions to Apply</b>	<p>Application deadline is 3:00PM Arizona time on the date indicated.</p> <p>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.</p> <p>Resume should clearly illustrate how prior knowledge and experience meets the Minimum and Desired qualifications of this position.</p> <p>ASU does not pay for travel expenses associated with interviews, unless otherwise indicated.</p> <p>Only electronic applications are accepted for this position. <a href="#">#75154BR</a></p>