

## Learning Technologies Specialist (Req # - 105804BR)

<b>Campus</b>	West Valley
<b>Full-Time/Part-Time</b>	Full-Time
<b>Grant Funded Position</b>	This is a not grant-funded position and is not contingent on future grant funding.
<b>Salary</b>	\$46,800 - \$60,000 per year; DOE
<b>Close Date</b>	November 18, 2024
<b>Job Description</b>	<p>Do you see yourself working in a collaborative, innovative, and inclusive higher-education environment? Do you enjoy working with technology trends and pedagogical practices in education, appreciate working with diverse audiences, and have a passion for customer service? If this describes you, join Mary Lou Fulton Teachers College (MLFTC) as a Learning Technologies Specialist.</p> <p>As a Learning Technologies Specialist with Mary Lou Fulton Teachers College, you will collaborate with faculty, staff, and administration to maintain digital materials and systems that support digital courses, programs, and initiatives. Additionally, you will join a dynamic team at the forefront of digital learning, which focuses on creating high-quality learning experiences that support the education of ASU's local, national, and international communities.</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>• Leads and assists with course copy requests, course templates, Canvas Enrollment System (CES), and a centralized repository for digital course materials.</li> <li>• Identifies and troubleshoots errors and/or problems with the LMS and web-based applications, collaborating with involved stakeholders to facilitate timely resolution.</li> <li>• Maintains digital tools and software, knowledge repositories, and other systems the department and college utilizes.</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's Enterprise Technology team and MLFTC's Technology Support department 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>	Associates degree in Technology, Instructional Design, Communications, or closely related AND two (2) years web content, graphic design or electronic publishing; 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>• Demonstrated knowledge of current and future trends in educational technologies.</li> <li>• Experience using and working with current learning and content management systems technology (e.g., Canvas, Teachable, Airtable, Guru).</li> <li>• Experience identifying and resolving problems with digital educational tools and software.</li> <li>• Demonstrated knowledge of learning design principles, methods, and techniques for adult learning.</li> <li>• Experience in accomplishing tasks and projects with multiple and overlapping deadlines.</li> <li>• Experience establishing and maintaining effective working relationships, including demonstrated excellence in interpersonal and collaboration skills.</li> </ul>
<p><b>Work Environment</b></p>	<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> <p>ASU is a diverse enterprise with a wide variety of work and learning modes, locations and a commitment to sustainability, innovation and employee work-life balance. We are determined to maintain our position as an employer of choice in a competitive labor market.</p> <p><b>Flexible work options</b></p> <ul style="list-style-type: none"> <li>• <b>Alternative work schedules</b> can include four, 10-hour workdays in a workweek; a nine-day, 80-hour schedule over two workweeks for exempt employees only; and staggered start and stop times.</li> <li>• <b>Hybrid work</b> is an arrangement where employees spend a minimum of 60% of their regular workweek at their primary ASU work location. Dean or vice president-level approval is required.</li> </ul>
<p><b>Department Statement</b></p>	<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 8,000 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 <a href="#">charter</a>, MLFTC is committed to advancing inclusive excellence in our curricula, programming and institutional relationships. The college’s core value of <a href="#">Principled Innovation</a> connects individual decision making to the pursuit of inclusive excellence.</p>
<p><b>ASU Statement</b></p>	<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</p>

	<p>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 100,000 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>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 receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, protected veteran status, or any other basis protected by law.</p> <p><b>Notice of Availability of the ASU Annual Security and Fire Safety Report</b></p> <p>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 PD 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>Background Check Statement</b>	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.
<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.</p> <p><a href="https://cfo.asu.edu/applicant">https://cfo.asu.edu/applicant</a></p>