GROUP LEADER EDUCATIONAL TECHNOLOGY

Primary Purpose/General Description

Develop, plan and direct activities of the Educational Technology Group to ensure that excellent support is provided for the use of technology in Educational and research activities.

Description of Duties and Responsibilities

Essential Functions

1. Plan, organize and direct the provision of Educational technology support for faculty and students. Supervise CIS Educational technology and staff.

2. Supervise audiovisual and multimedia support to all academic and administrative departments.

3. Consult, advise, and support faculty on the use of educational technology in the curriculum.

4. Foster innovation in Educational technology at Harvey Mudd College by identifying and describing new technologies, new uses of technology and new media. Encourage faculty and students to experiment with new technologies and new media. Document successes and disseminate information about new technologies.

5. Meet regularly with users, Educational Technology staff and system managers to assess needs and to ensure the coordinated development of resources. Where appropriate, attend classes and provide feedback and guidance to faculty regarding their use of technology.

6. Assist the CIO in the CIS departmental planning process. Analyze, interpret, and present information gathered from faculty, staff, and student concerning their technology and support needs.

7. Participate in HMC and Claremont IT committees.

8. Serve as project manager on Educational technology projects such as the deployment of e-portfolios or, in coordination with the systems and network group, the development of new Educational tools.

9. Work closely with the Group Leader, User Support, to ensure that the computing labs provided by CIS meet student and faculty needs, and that hardware and software are up to date and fully functional. Consult with relevant faculty and academic departmental staff regarding labs provided by departments to ensure that Educational technology needs are met.

10. Work closely with Library staff on Educational technology issues. Propose projects for collaboration between the library and CIS.

11. Develop an understanding of technical support needs for research, especially where they overlap with instruction. Regularly report to the CIO and other relevant parties regarding research technology needs.

12. Assess the need for Educational technology support activities. Contribute to CIS news sites. Plan, organize, and schedule Educational technology workshops and events. Coordinate Educational technology related aspects of Freshman and New Faculty Orientation. Oversee the production of training materials, end user documentation and technical documentation as necessary.

13. Ensure that knowledge of Educational technology best practices and developments in the field is up to date and wide ranging by attending conferences, engaging in discussion with others
in the field and reading relevant material. Summarize this information for the CIO and the CIS management team. Make recommendations for new CIS services.

14. Represent Harvey Mudd College at professional conferences. Present or publish on a regular basis about developments in Educational technology.

15. Participate in the Sakai community at a national level. Attend and contribute to conferences, and contribute to discussions. Participate in regular Sakai conference calls. Identify areas in which Harvey Mudd College can contribute to community source software development efforts.

16. Identify training needs of the Educational technology staff and take steps to ensure that staff are adequately trained.

17. Consult closely with the Group Leader, Systems and Network Group, and the Group Leader, User Support Group, in order to ensure maximum coordination between the three groups. Establish procedures for Educational Technology input in the server change management process.

18. Develop an annual budget for the Educational Technology Group. Monitor expenditures on a regular basis to ensure that the unit stays within budget.

19. Perform other duties and tasks specific to the position.

20. Perform special projects as assigned by the CIO.

21. Participate in CIS staff meetings, CIS management meetings as well as conducting regular Educational technology group meetings.

**Required Knowledge, Skills and Abilities**

Individuals must possess knowledge, skills and ability to be able to successfully perform the essential functions of the position, or be able to explain or demonstrate how the essential functions will be performed, with or without reasonable accommodation, using some other combination of skills and abilities.

1. Must have technical computing skills and ability to identify, understand and apply state-of-the-art technological advances as they emerge.

2. Must have excellent oral and written communications skills and superior organization skills.

3. Must be able to analyze, interpret, and present data in support of planning efforts.

4. Must have the ability to interact with various collegiate constituencies including faculty, staff and students with limited computing knowledge, and those with advanced computing knowledge.

**Qualification Standards**

1. Education: Bachelor’s degree in a science, mathematics, engineering or other related field. Master’s degree preferred. Or any combination of education and experience that provides the knowledge, skills and abilities required.

2. 

3. Experience: Three to five years experience as a computing professional, including some user support, planning and supervisory experience.

4. Licenses: None
5. Other Preferences: None

**Other**

1. Hours: The regular hours for this position are Monday through Friday; 8 a.m. to 5 p.m.; 12 months per year. Hours may vary due to needs of the college or department. Some flexibility may be arranged with supervisor approval.

2. Classification and status: This is an exempt, full-time, benefits-based position.

3. This position reports to the CIO / VP for Computing and Information Services.

Regular employment at the College is for no specified period of time; conditions and status of employment (hours, pay, title, duties, etc.) are subject to change at any time. Employees, and likewise the College, are free to end the employment relationship at any time, for any reason, with or without notice or cause, unless otherwise prohibited by law.

This job description defines the essential or fundamental job duties of the employment position. It is assumed that employees hired for this position can perform the essential functions of this job without imposing risk of substantial harm to the health or safety of themselves or others. It also may include marginal functions, generally defined within Title I of the Americans with Disabilities Act.

September 2008