



Job Bulletin #102827 – 13/14

Director of Learning Technologies

Classification – Administrator II

Time base – Full Time

This recruitment will remain open until filled. For priority consideration, please complete application by **March 16, 2014**. A review of applications will begin March 17, 2014 and the review period may end at any time thereafter.

ABOUT THE CALIFORNIA MARITIME ACADEMY:

The California Maritime Academy is a specialized campus of the California State University (CSU) system serving a student population of approximately 1050 undergraduates and 50 graduates. The campus, situated on the shore of the Carquinez Strait 30 miles northeast of San Francisco, currently offers baccalaureate degrees in Mechanical Engineering, Facilities Engineering Technology, Marine Engineering Technology, Marine Transportation, Global and Maritime Studies, and Business Administration. A Master of Science degree in three areas of Transportation and Engineering Management is offered.

POSITION SUMMARY:

Learning Management System:

- Provides leadership in strategic planning and policy related to curriculum development, e-learning and instructional technology initiatives that facilitate achievement of the university's strategic goals. Develops guidelines, procedures, and policies to promote the effective and appropriate use of technology to support a learning centered environment.
- Manages the training and support of the campus learning management system (currently Moodle). Works with faculty to ensure appropriate pedagogical needs are understood and met with technology solutions where appropriate.
- Working closely with faculty, develops requirements to assess learning management system and makes recommendations for changes/upgrades/enhancements as appropriate.
- Assesses faculty requirements and develops appropriate trainings and documentation as appropriate.
- Negotiates and maintains support vendor relationships where applicable.

Other Instructional Technologies:

- Manages faculty training and support in the use of technologies directly related to teaching, learning and scholarship. This includes encouraging and advocating for broader use of technology that has been shown to be effective.
- Assists with the planning and future academic spaces that fully leverage technology, including computer labs, smart classrooms and media services.
- Management and training for classroom technology. Examples include student response systems (clickers), web conferencing and collaboration (such as Echo 360 and Blackboard Connect), video streaming and archiving, and other instructional related software solutions which can be university-wide and/or discipline specific (such as Turnitin, SPSS, and Mathematica).

Supervision of Audio-Visual staff:

- Provides leadership and direction of the Audio-Visual staff, ensuring efficient and effective utilization of human resources with a strong emphasis on quality service. Assigns work, establishes priorities, trains and directs employees in the execution of their duties to achieve maximum efficiency and to meet desired objectives.

Other Duties:

- Evaluates, proposes, and develops standardized software configurations and installations for classrooms and lab settings in coordination with faculty, the Information Technology Department, and the Audio-Visual staff.
- Plans and maintains the Learning Technology budget.
- Works closely with faculty and administration in identifying and soliciting external funding sources for learning technology initiatives.

SPECIAL REQUIREMENTS:

The person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

MINIMUM QUALIFICATIONS:

Bachelor's degree in instructional design, information systems, educational technology, or related field; master's degree strongly preferred AND minimum five or more years of progressively responsible work experience in managing technology services, preferably in a higher education setting.

- Demonstrated ability to develop and manage innovative and effective learning technology services for a diverse community of faculty and learners.
- Expert knowledge of current and emerging learning management systems and collaborative technologies which enable hybrid and online education.
- Knowledge of training theory and practices demonstrated by an ability to develop and deliver technical training and user documentation.
- Ability to communicate and enlist support and participation from the campus community for the development and maintenance of education technology services.
- Ability to translate vision into practice through competency in analysis, budgeting and planning, assessment and evaluation, and service management.
- Strong communication skills including writing and presenting for a variety of audiences.

DESIRABLE QUALIFICATIONS:

- Two to three years of supervisory experience.
- Grant writing experience.

SALARY: Commensurate with education and experience.

APPLICATION PROCESS: Interested parties must submit the Cal Maritime Employment Application, cover letter, and a current resume. Apply on-line at <http://www.csum.edu/web/hr/careers>. Based upon a review of applications and accompanying documents, only those persons whose qualifications best match job requirements will be interviewed. Applicants selected for an interview will be notified of interview appointments by telephone or email.

BENEFITS: The California Maritime Academy offers a broad range of benefits for qualifying positions including medical, dental, vision, life and disability insurances, retirement (CalPERS), fee waiver, vacation and sick leave. Satisfactory completion of a background check is required prior to employment.

ELIGIBILITY TO WORK: Applicants must provide proof of U.S. citizenship or authorization to work in the United States within three days of the date of hire.

The California Maritime Academy is committed to a diverse work force and is an equal opportunity employer.