Academic Technology Specialist

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Type: Full-Time
Salary: $65,000 - $75,000 per year
Category: Instructional Technology and Design
Inclusive Military

NEW YORK INSTITUTE OF TECHNOLOGY

Do.
Make.
Innovate.
Reinvent the Future.

Job ID: 2025-4109

Position Type: Staff

Type: Regular Full-Time

Overview:

New York Institute of Technology's six schools and colleges offer undergraduate, graduate, and professional degree programs in in-demand disciplines including computer science, data science, and cybersecurity; biology, health professions, and medicine; architecture and design; engineering; IT and digital technologies; management; and energy and sustainability. A nonprofit, independent, private, and nonsectarian institute of higher education founded in 1955, it welcomes nearly 8,000 students worldwide.

The university has campuses in New York City and Long Island, New York; Jonesboro, Arkansas; and Vancouver, British Columbia, as well as programs around the world. More than 112,000 alumni are part of an engaged network of physicians, architects, scientists, engineers, business leaders, digital artists, and healthcare professionals. Together, the university's community of doers, makers, healers, and innovators empowers graduates to change the world, solve 21st-century challenges, and reinvent the future.

For more information, visit nyit.edu.

Responsibilities:

Position Summary

New York Institute of Technology's (New York Tech) division of Academic Technology Services (ATS) within the division of Information Technology Services (ITS) seeks to fill the position of Academic Technology Specialist. Using technology-based tools (and their knowledge of Instructional Design) the ATS helps faculty bring their content into a vivid, engaging format that creates outstanding student experiences in the classroom or online.

The successful candidate will support the university's online program expansion and have a passion for online education and pedagogy. Additionally, this position supports the expansion of onsite learning experiences through the thoughtful and appropriate use of a variety of academic technology tools. This position, working with a team, also develops instructional materials for academic and administrative applications in various formats, including social media, New York Tech's LMS, Canvas, websites, digital displays, and a variety of mobile platforms.

Reporting to the Manager for Online and Instructional Technologies, the successful candidate will collaborate with New York Tech faculty as the subject matter experts to create and support online courses and virtual classrooms to enrich our onsite courses to support New York Tech University's mission to provide a career-orientated education that inspires critically creative thinking in professional programs infused with technology; and empowers our graduates to change the world, to solve 21st-century challenges, and to reinvent the future.

This position will collaborate with internal ITS departments and external academic departments to identify and deploy appropriate technology for online, blended, and traditional courses based upon pedagogical, andragogical goals, and the institution's strategic initiatives. The position will assist in resolving technology-related issues, guide course design, establish clear stakeholder expectations, prioritize tasks, and conduct training on effective pedagogies and instructional technology. This position will collaborate with other internal ITS departments and other units on campus to enhance the University's instructional mission.

Major Responsibilities:

- Collaborate with faculty, subject matter experts, and academic staff to design, develop, and support online and hybrid courses.
- Ensure all course materials are engaging, student-centered, objective-aligned, and meet university standards for accessibility and universal design.
- Provide guidance, training, and support for both existing and emerging instructional technologies across campus.
- Create documentation and instructional videos for instructional technology tools and software used by faculty and staff.
- Develop and implement long-term academic initiatives involving significant academic technology components.
- Coordinate instructional design projects from inception to completion, establish production schedules and document project progress.
- Offer pedagogical and technical support to faculty and students for technology-enhanced online and onsite courses.
- Provide training sessions to the community on specific technology applications as needed.
- Recommend creative uses of technology to enhance instruction and create effective, engaging learning experiences.
- Conduct quality reviews of courses, provide recommendations for improvement, and promote best practices for teaching with technology.
- Stay current on emerging technologies in online instruction and make recommendations for adoption and implementation as appropriate.
- Supervise student employees.
- Other duties as assigned.

Qualifications:

- Bachelor's degree in Instructional Technology or related field, with at least 3 years of experience in online course design, instructional design, teaching, or faculty consulting; advanced degree or certification preferred.
- Strong project management abilities, including prioritizing tasks, meeting deadlines, and preparing workarounds for challenges.

- Excellent communication, collaboration, and consulting skills, with attention to detail in written English and inclusive language.
- Experience with instructional design, course development, and teaching in online, hybrid, and face-to-face environments. Examples of course development projects to be submitted with application.
- Familiarity with pedagogical strategies and high-impact practices for diverse learning settings.
- Proficient knowledge of Learning Management Systems, especially Canvas.
- Skills in graphic design, video and multimedia production, accessible and inclusive design, and web development; familiarity with Adobe Creative Cloud and Canva is a plus.
- Experience using and supporting educational technologies such as Zoom, Kaltura, Padlet, Qualtrics, Respondus, and Flip Grid.
- Knowledge of course evaluation rubrics like Quality Matters and OSCQR.
- AI tools experience is a plus. - Ability to work independently as well as contributing as a team member, is critical to this position.
- Ability to learn new technologies quickly and provide exceptional customer service are necessary skills for success in this position.
- Availability evenings or weekend work as needed.

Along with your resume, please include a PDF or link to your portfolio showcasing successful projects you've contributed to.

Other Information
New York Institute of Technology offers numerous opportunities to enhance personal and professional growth and provides employees with a competitive compensation and benefits program inclusive of generous paid time off, holidays, tuition remission, and retirement plans with employer contributions.

New York Institute of Technology is an Equal Opportunity Employer - All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or protected veteran status.

In compliance with local legislation as well as to provide greater transparency to candidates, the annual base salary range for this position is listed. New York Tech considers factors such as (but not limited to) scope and responsibilities of the position, candidate experience/expertise, education/training, key skills, geographic location, internal peer equity as well as market, organizational considerations and/or applicable collective bargaining agreement when extending an offer.

Minimum Salary
USD $65,000.00/Yr.

Maximum Salary
USD $75,000.00/Yr.
NYIT is an affirmative action equal opportunity employer.

Related Searches:

- Instructional Technology and Design
- Inclusive Workplace
- Military-Friendly

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