SparkEd Pilot Manager

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SparkEd Pilot Manager

Position Title & Department:
SparkEd Pilot Manager; School of Leadership and Education Sciences - Jacobs Institute for Innovation in Education

Posting #
5409
Department Description:
Rooted in social justice, led by compassion, inspired by curiosity, driven by a shared vision. Mother Rosalie Hill Hall on the University of San Diego campus is home to the School of Leadership and Education Sciences' (SOLES) vibrant and vision-driven collective of academic departments, centers and institutes. Here, we combine innovation with introspection, academics with real-world application, and study with social impact.
Our nationally-accredited programs span the realms of leadership, teaching and counseling, both at graduate and undergraduate levels. They're all approached with an emphasis on social justice, multiculturalism and a determination to forge a better world together.

The Jacobs Institute for Innovation in Education is a non-profit R&D institute powering inclusive innovation and leadership in education. We are affiliated with the School of Leadership & Education Sciences at the University of San Diego, and engage in pioneering research and evaluation, development of innovative curriculum and technologies, and support professional learning grounded in the learning sciences. Our mission fosters inclusion, diversity and social justice in education. Our team includes researchers, designers, technologists and faculty.

Over the past eight years, The Jacobs Institute has established itself as a credible and important voice in education, particularly in advancing innovation and equity in our schools. Working across the spectrum of educational innovation, our work supports research and evaluation of ed innovation initiatives, development of new technologies, curriculum and pedagogical models, and support for educational organizations to sustain and scale their initiatives. Our partners are trans-disciplinary and we work in collaboration with districts, schools, and educational organizations and education-supporting companies.

University Description:
The University of San Diego, an engaged and contemporary Catholic institution, was founded by the Diocese of San Diego and the Society of the Sacred Heart in 1949. Governed by an independent board of trustees since 1972, USD remains committed to a liberal arts education grounded in the Catholic intellectual tradition and the pursuit of truth, goodness and beauty. Inspired by this centuries old tradition of Catholic higher education, the University welcomes people of all faith traditions and any, or no, religious background. The future success of USD relies on the contributions of those who seek to foster the development of engaged global citizens and an earnest confrontation of humanity's urgent challenges.
Detailed Description:

This is a 6-month, part-time, temporary, non-benefit-based position with an anticipated end date of June 30, 2026. The appointment is renewable at the discretion of the University and dependent upon performance and continued funding.
The SparkEd Project is a pilot initiative to create a YouTube video platform where students teach other students how to 1) be content creators and storytellers, and 2) learn content in STEAM (Science, Technology, Engineering, Arts, and Math) topics while integrating the use of AI. The goal is to amplify youth voice, creativity, and peer learning while testing new models for student-generated educational content.

The Pilot Project Manager will support and sustain planning, coordination, and implementation of the SparkEd pilot. This role involves managing project milestones, coordinating with educators and youth participants, and supporting the development of engaging, educational video content and certifications, while building a social media

following for the YouTube channel. The ideal candidate will combine strong project management skills with a background in educational innovation and digital media. This is a pilot program/emergent invention and will require flexibility, adaptability and creativity.

Duties and Responsibilities:

- Oversee project timeline, deliverables (e.g., curriculum development), and documentation for the SparkEd pilot.
- Manage budget in collaboration with the Executive Director.
- Coordinate communication between the Jacobs Institute team and advisors, educators, and youth participants.
- Support recruitment and onboarding of students, teacher participants, consultants, and mentors.
- Manage logistics for video creation, review, and publication on the SparkEd YouTube channel.
- Assist in developing guidelines and resources for student-led educational video production and tiered certifications.
- Collect and organize feedback to inform future iterations of the project.

Special Conditions of Employment:
Background check: Successful completion of a pre-employment background check.

Degree Verification Requirement: Persons offered employment in this position will be required to provide official education transcripts for degree verification purposes.
Job Requirements:

Minimum Qualifications:

- Bachelor's degree in education, educational technology, communications, or related field.
- Demonstrated project management experience, preferably in educational or youth programs.
- Experience developing educational video content or digital learning media.
- Experience working with AI.

Preferred Qualifications:

- Master's degree in Educational Technology or related discipline.
- Experience designing or implementing educational curriculum for middle or high school students and their teachers.
- Prior involvement in pilot projects or youth innovation programs.
- Social media following of 10,000+.

Performance Expectations - Knowledge, Skills and Abilities:

- Strong organizational and communication skills.

- Ability to work independently and collaboratively within a small, innovative team.

Tools and Equipment Used:

- Desktop/laptop Computer
- Video and Audio equipment
- Various office equipment: printer, copier, etc.

Posting Salary:

$36.00 - $40.00 per hour
The salary range provided in this posting reflects what we reasonably expect to pay for this position. Actual compensation offered or earned is dependent on experience, education and other factors including departmental budget.
Special Application Instructions:

Resume and Cover Letter Required

Click the 'Apply Now' button to complete our online application. In addition, please upload a ***cover letterand resume*** to your application profile for the hiring managers' review. If you have any questions or difficulties please contact the Employment Services Team at jobs@sandiego.edu.
Additional Details:

10 Hours per week
Closing date: Open until filled

Note: External job postings will be up for at least three days. After that time, applications will be reviewed by the hiring manager/committee throughout the posting period. A candidate may be selected at any time which could then close this posting on a date earlier than listed.

The University of San Diego is a smoking and tobacco-free campus. For more information, visit www.sandiego.edu/smokefree.

To apply, visit https://jobs.sandiego.edu/cw/en-us/job/497184

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