AI Specialist

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AI Specialist

Columbia College of Missouri

Columbia, Missouri, United States

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Job Details

AI Specialist
Department: Academic Affairs
Location: On-campus in Columbia, MO
Type: Staff
Term: Full-time
Pay: $85,000-$95,000 per year (Pay range may vary based on geographic location and years of experience)
Proposed Start Date: August 2025
Applicants must be legally authorized to work in the United States; visa sponsorship is not available for this position.

Columbia College is committed to creating an inclusive employee experience for all regardless of race, color, national origin, gender, religion, sexual orientation, age or disability. The college maintains a safe place for open discourse and overall, fosters a sense of community that welcomes everyone.

Job Summary:
Columbia College is seeking a forward-thinking and dynamic AI Specialist to lead the integration of artificial intelligence technologies across academic and administrative domains. This pivotal role will serve as a trusted consultant and trainer, guiding faculty and staff in the responsible and effective use of AI tools to enhance teaching, learning, and operational efficiency. The AI Specialist will be instrumental in shaping the college's AI strategy by staying at the forefront of emerging trends, evaluating innovative technologies, and fostering a culture of ethical and informed AI adoption. Through workshops, one-on-one consultations, and strategic planning, the specialist will empower the Columbia College community to harness AI in ways that are pedagogically sound, secure, and aligned with institutional goals.

This is a full-time position at the Columbia, MO campus at Columbia College. Strong interpersonal skills, cross-cultural sensitivity, and demonstrated potential to contribute positively to the College community are expected.

Founded in 1851, Columbia College has been helping students advance their lives through higher education for more than 160 years. A private, nonprofit liberal arts and sciences college, Columbia College takes pride in small classes, experienced faculty and quality educational programs. Originally founded as Christian Female College, the college changed its name to Columbia College in 1970. That year, it transitioned from a two-year women's college to a four-year coeducational college.

Qualifications:
This candidate should be a clear and focused communicator with the ability to problem solve, analyze and address complex issues, and have courage to take calculated risks. This candidate should also have university-level teaching and course design experience with both asynchronous and synchronous modalities with the ability to successfully implement methods for integrating AI into the course design, facilitation, and learning opportunities for students. In addition, the candidate should have successful experience in developing and facilitating training on AI to a wide variety of stakeholders, many of which may not have a technical background. The above must be addressed in the candidates cover letter and resume. A Master's degree is required, preferably in Computer Science, AI, Data Science, Machine Learning or a related field.

To Apply:
The position will remain open until filled. Columbia College is an equal opportunity employer and encourages applications from underrepresented groups.
To be considered, submit applications online at ccis.edu/jobs. For a candidate to be considered, all of the following must be submitted:

- completed Columbia College application
- cover letter where the candidate not only speaks to their alignment with qualifications above, but also specific examples of performing the duties included in the job summary
- curriculum vitae
- names of three references from professional colleagues
- copies of unofficial transcripts (official transcripts are required before employment)

This job description is not meant to be all-inclusive of every duty and responsibility required by the employee in the position.

Eligibility for employee benefits and perks is determined by employment status. For more information please see https://www.ccis.edu/careers .

The offer of employment and assignment to duties is contingent upon a satisfactory criminal background check. The information may include, but is not limited to, academic, residential, achievement, performance, attendance, disciplinary, employment history, credit history, driving history, and criminal history of public record.

Columbia College is an equal opportunity employer.

In compliance with the Higher Education Opportunity Act (HEOA) and the Jeanne Clery Disclosure of Campus Security Policy and Campus crime Statistics Act (Clery Act), the Department of Campus Safety for Columbia College has provided the Annual Security and Fire Safety Report and crime statistics for the main campus and venues nationwide.

Columbia College is required to distribute this information to all current and prospective employees and students. Please follow the link below for the full report or contact Human Resources at 573-875-7495 for a printed copy.

Company

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