Instructional Technology Specialist

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PennState

Job Number: REQ_0000072143

Approval of remote and hybrid work is not guaranteed regardless of work location. For additional information on remote work at Penn State, see Notice to Out of State Applicants.

POSITION SPECIFICS

The Center for Teaching Excellence (CTE) at Penn State Harrisburg seeks an Instructional Technology Specialist (ITS) to collaborate with faculty and instructional designers to integrate artificial intelligence tools and activities, as well as other educational

technology, for in-person, hybrid, and online courses. **This position requires an on-campus presence within a hybrid flexible work arrangement.**

The Instructional Technology Specialist (ITS) in The Center for Teaching Excellence (CTE) works collaboratively with faculty and instructional designers to integrate educational technology, with a focus on artificial intelligence (AI) tools, for in-person, hybrid, and online credit courses. The ITS develops instructional technology materials and creates other teaching / learning resources related to artificial intelligence and other technology tools, with an emphasis on accessible digital content. The ITS will use LMS systems, AI tools, educational technologies, and communication strategies to meet the objectives of the tasks and projects.

Job Responsibilities:

- Support teaching and learning transformation through the integration of AI technology and tools.
- Understanding and familiarity with various educational technologies, with a focus on AI tools, and selection and integration of such technologies as part of effective pedagogy in an inclusive and continuous learning environment, including collaboration with faculty and instructional designers to implement such technologies and related activities to enhance classroom learning outcomes and to foster AI literacy.
- Research and explore AI tools and other emerging technologies that support effective teaching strategies and student learning.
- Understanding and application of accessibility requirements for digital course materials, including use of AI tools to prepare digital course materials.
- Strong listening, collaboration, and problem-solving skills are needed to provide one-to-one support to faculty.
- Self-direct tasks and projects, with minimal supervision.
- Interpret and communicate information, ideas and instructions clearly, accurately and persuasively both verbally and in writing including materials intended for distribution.
- Incorporate new facts and ideas into group processes and apply creative thinking to develop new solutions, particularly in relation to educational technology.

Tasks may include but are not limited to:

Assist with integration of artificial intelligence tools in curriculum, including coordination with the course development team and management of workflow and communication among team members, to support development of AI literacy in faculty and students.

Provide consultation to faculty, instructional designers, and other staff in the design and structure of instructional technology solutions for inclusive, engaging, accessible, and collaborative learning, including individual and group consultations related to technology integration and accessibility, to ensure instructional integrity of technology integration through a method of systematic design and clear course standards and objectives, including outcomes assessment.

Create and maintain repositories with instructional technology resources related to effective pedagogy, with an emphasis on integration of AI tools.

Collaborate with faculty, instructional designers, and information/instructional technology staff to resolve issues related to technology use in teaching, including application assessment, pedagogy, deployment methodologies, and integration strategies, among other strategies, and consult with other instructional technology specialists and designers to develop solutions for academic programs, departments, and similar units.

Define, implement and coordinate technology projects and related research with faculty, and disseminate results and findings through reports, publications, and presentations, as appropriate, including the presentation of research and effective practices through workshops, conferences, consultations, and website resources.

Act as a liaison with university organizations, other campuses, committees and task forces that promote technology innovations and integration of AI tools, including leading collaborative campus-wide events focusing on technological concepts and practices.

Design and facilitate professional development in the use of AI tools, accessibility, and other educational technology for faculty.

Education & Experience:

3+ years of related experience for the advanced professional level and 1+ years of experience for the intermediate level, with related experience defined as experience with educational technology and its integration in classrooms and courses.

Bachelor's Degree or higher.

Or an equivalent combination of education and experience.

Working knowledge of Canvas or similar LMS required.

Demonstrated collaboration and problem-solving skills required.

Demonstrated ability to develop and maintain effective professional relationships required.

Background in artificial intelligence tools and their integration in an educational setting is preferred.

Knowledge of digital accessibility is preferred.

MINIMUM EDUCATION, WORK EXPERIENCE & REQUIRED CERTIFICATIONS

If filled as Instructional Technology Specialist - Advanced Professional, this position requires:
Bachelor's Degree
3+ years of relevant experience; or an equivalent combination of education and experience accepted
Required Certifications:
None

If filled as Instructional Technology Specialist - Intermediate Professional, this position requires:
Bachelor's Degree
1+ years of relevant experience; or an equivalent combination of education and experience accepted
Required Certifications:
None

BACKGROUND CHECKS/CLEARANCES

Employment with the University will require successful completion of background check(s) in accordance with University policies.
Penn State does not sponsor or take over sponsorship of a staff employment Visa.
Applicants must be authorized to work in the U.S.

SALARY & BENEFITS

The salary range for this position, including all possible grades, is $51,000.00 - $89,600.00.
Salary Structure - Information on Penn State's salary structure

Penn State provides a competitive benefits package for full-time employees designed to support both personal and professional well-being. In addition to comprehensive medical, dental, and vision coverage, employees enjoy robust retirement plans and substantial paid time off which includes holidays, vacation and sick time. One of the standout benefits is the generous 75% tuition discount, available to employees as well as eligible spouses and children. For more detailed information, please visit our Benefits Page.

CAMPUS SECURITY CRIME STATISTICS

Pursuant to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and the Pennsylvania Act of 1988, Penn State publishes a combined Annual Security and Annual Fire Safety Report (ASR). The ASR includes crime statistics and institutional policies concerning campus security, such as those concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other matters. The ASR is available for review here.

EEO IS THE LAW

Penn State is an equal opportunity employer and is committed to providing employment opportunities to all qualified applicants without regard to race, color, religion, age, sex, sexual orientation, gender identity, national origin, disability or protected veteran status. If you are unable to use our online application process due to an impairment or disability, please contact 814-865-1473.

The Pennsylvania State University is committed to and accountable for advancing equity, respect, and belonging. We embrace individual uniqueness, as well as a culture of belonging that supports equity initiatives, leverages the educational and institutional benefits of inclusion in society, and provides opportunities for engagement intended to help all members of the community thrive. We value belonging as a core strength and an essential element of the university's teaching, research, and service mission.
Federal Contractors Labor Law Poster

PA State Labor Law Poster

Penn State Policies

Copyright Information

Hotlines

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