Assistant Director, Generative AI and Learning

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Type: Full-Time
Salary: $82,735 - $100,109 per year
Posted: 19 days ago
Category: Faculty Affairs

Cornell University

Assistant Director, Generative AI and Learning

The Center for Teaching Innovation (CTI) is a unit in the Office of the Vice-Provost for Academic Innovation (VPAI). The CTI's mission is to partner with the Cornell teaching community to explore and foster inclusive, evidence-based teaching practices. The Center seeks to lead in the thoughtful redesign of education, in line with our mission. The Assistant Director for Generative AI and Learning will help direct the CTI's response to generative artificial intelligence and how it is impacting teaching and learning in higher education.

The Opportunity

The Assistant Director for Generative AI and Learning will shape and lead Center and university-wide programs, helping faculty develop appropriate responses to generative AI in their courses, including rethinking learning outcomes, assignment and assessment design. Under the supervision of the Executive Director, you will be tasked with dramatically scaling support for faculty across campus. Such support will creatively investigate the impact of GenAI on learning, and design responses that address the potential learning benefits and harms presented by GenAI tools. This includes creating and directing a range of programs, including developing campus-wide and department-level workshops, a new course design and generative AI institute, faculty learning communities, and a deep library of web resources. Additionally, you will keep abreast of developments in a fast-developing field, following and contributing to the growing research on the teaching and learning impact of GenAI tools.

Responsibilities of the position include:

- Design and implement faculty development opportunities such as workshops, institutes, and learning communities

- Support faculty from a range of disciplines, including through the development of department or college level faculty development programs
- Develop and manage up-to-date web resources
- Conduct rigorous pilot experiments in AI tools, assessing their impact on learning and work
- With support from the Executive Director, contribute to the development of university-level policies and guidelines for GenAI adoption, in line with Cornell's AI teaching and learning principles
- Keep up to date on generative AI tools and their impact on learning
- Contribute to the AI and teaching knowledge, skills, and professional development of the broader CTI team.
- Contribute to national conversations about the impact of generative AI on learning.
- Potential for leading a small team of 1-2 instructional designers

This position offers a hybrid, 2 days remote and 3 days in the Ithaca Campus office, work arrangement that will be further discussed with the successful candidate.

Visa sponsorship and relocation assistance are not available for this position.

What We Need

For full consideration, applicants must include both a resume and cover letter with their application.

- Master's degree and at least 5 years of relevant experience or equivalent combination of education and experience.
- Direct pedagogical experience in course design, active learning, assessment, and inclusive teaching practices.
- Direct experience with a range of generative artificial intelligence tools, understanding how the models work and a critical appreciation for their strengths and limitations.
- A demonstrated ability to work with faculty with a range of attitudes and beliefs about AI and its impact on learning.
- A demonstrated ability to lead a small team.
- Demonstrated skill in understanding cultural differences
- Proven experience connecting inclusion, belonging and wellbeing practices to business goals.

If you have all those things, great! We have a few more things that we would prefer you to have, but it's ok if you don't.

- Curiosity about the impact of AI on teaching and learning and the ability to frame research questions
- PhD preferred

- Knowledge of evidence-based teaching methods and familiarity with the research literature on teaching and learning
- College teaching experience preferred

Rewards and Benefits

- This position is eligible for a hybrid work arrangement. Employees typically perform this role remotely 2 days per week and on-campus 3 days per week. The university reserves the right to modify, suspend, revoke or terminate the hybrid work arrangement at any time.
- Cornell receives national recognition as an award-winning workplace for our health, wellbeing, and sustainability.
- Our benefits programs include comprehensive health care options, generous retirement contributions, access to wellness programs, and employee discounts with local and national retail brands. We invite you to follow this link to get more information about our benefits: Understand Your Benefits | Working at Cornell.
- Our leave provisions include health and personal leave, three weeks of vacation and 13 holidays: Martin Luther King, Jr. Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving and the day after, and an end of the year winter break from December 25-January 1. To offer greater flexibility for observing faiths and traditions we also offer two additional floating holidays. Learn more about our generous leave provisions: Holiday and Accrued Time Off | Working at Cornell
- Cornell's impressive educational benefits include tuition-free Extramural Study and Employee Degree Program, tuition aid for external education, and Cornell Children's Tuition Assistance Program. Learn more about our extensive educational benefits: Education Benefits | Working at Cornell
- Follow this link to learn more about the Total Rewards of Working at Cornell: Total Rewards | Working at Cornell.

University Job Title:

Teaching Supp Spec IV
Job Family:

Academic Support
Level:

G
Pay Rate Type:

Salary
Pay Range:

$82,735.00 - $100,109.00

Remote Option Availability:

Hybrid
Company:

Contact Name:

Brenda Joly
Contact Email:

bjd33@cornell.edu
Job Titles and Pay Ranges:

Non-Union Positions

Noted pay ranges reflect the potential pay opportunity for each job profile. The hiring rate of pay for the successful candidate will be determined considering the following criteria:

- Prior relevant work or industry experience
- Education level to the extent education is relevant to the position
- Unique applicable skills
- Academic Discipline

To learn more about Cornell's non-union staff job titles and pay ranges, see Career Navigator.

Union Positions

The hiring rate of pay for the successful candidate will be determined in accordance with the rates in the respective collective bargaining agreement. To learn more about Cornell's union wages, see Union Pay Rates.

Current Employees:

If you currently work at Cornell University, please exit this website and log in to Workday using your Net ID and password. Select the Career icon on your **Home** dashboard to view jobs at Cornell.

Online Submission Guidelines:

Most positions at Cornell will require you to apply online and submit both a resume/CV and cover letter. You can upload documents either by "dragging and dropping" them into the dropbox or by using the "upload" icon on the application page. For more detailed instructions

on how to apply to a job at Cornell, visit How We Hire on the HR website.

Employment Assistance:

For general questions about the position or the application process, please contact the Recruiter listed in the job posting or email mycareer@cornell.edu.

If you require an accommodation for a disability in order to complete an employment application or to participate in the recruiting process, you are encouraged to contact Cornell Office of Civil Rights at voice (607) 255-2242, or email at accommodations@cornell.edu.

Applicants that do not have internet access are encouraged to visit your local library, or local Department of Labor. You may also request an appointment to use a dedicated workstation in the Office of Talent Attraction and Recruitment, at the Ithaca campus, by emailing mycareer@cornell.edu.

Notice to Applicants:

Please read the required Notice to Applicants statement by **clicking here**. This notice contains important information about applying for a position at Cornell as well as some of your rights and responsibilities as an applicant.

EEO Statement:

Cornell welcomes students, faculty, and staff with diverse backgrounds from across the globe to pursue world-class education and career opportunities, to further the founding principle of "... any person ... any study." No person shall be denied employment on the basis of any legally protected status or subjected to prohibited discrimination involving, but not limited to, such factors as race, ethnic or national origin, citizenship and immigration status, color, sex, pregnancy or pregnancy-related conditions, age, creed, religion, actual or perceived disability (including persons associated with such a person), arrest and/or conviction record, military or veteran status, sexual orientation, gender expression and/or identity, an individual's genetic information, domestic violence victim status, familial status, marital status, or any other characteristic protected by applicable federal, state, or local law.

Cornell University embraces diversity in its workforce and seeks job candidates who will contribute to a climate that supports students, faculty, and staff of all identities and backgrounds. We hire based on merit, and encourage people from historically underrepresented and/or marginalized identities to apply. Consistent with federal law, Cornell engages in affirmative action in employment for qualified protected veterans as defined in the Vietnam Era Veterans' Readjustment Assistance Act (VEVRAA) and qualified individuals with disabilities under Section 503 of the Rehabilitation Act. We also recognize a lawful preference in employment practices for Native Americans living on or near Indian reservations in accordance with applicable law.

2025-12-24

Cornell University is an equal opportunity, affirmative action educator and employer.