Instructional AI/Technology Specialist

HEJ highheredjobs.com/search/details.cfm

Job Title
Instructional AI/Technology Specialist

Agency
Texas A&M University - San Antonio

Department
Department Of Educator & Leadership Preparation

Proposed Minimum Salary
Commensurate

Job Location
San Antonio, Texas

Job Type
Staff

Job Description
The Instructional AI/Technology Specialist, under general supervision, will be responsible for coordinating the AI and technology implementation during the funding period for two projects - Alamo Bridges and Transition University program at Texas A&M University-San Antonio (A&M-SA). The AI/Technology Specialist will advance an innovative, evidence-based technology-based training for both program participants effectively supporting Texans with disabilities in achieving meaningful employment and independent living outcomes. This position will support the instructional planning, development, implementation, and continuous improvement of academic and career development initiatives within each program at A&M-SA. The AI/Technology Specialist will also support building partnerships and bridging collaborative efforts between the programs, local agencies, and community stakeholders. The AI/Technology Specialist will collaborate with coworkers administrators, university faculty, staff, students, families, school districts, vocational rehabilitation professionals, employers, and other stakeholders to prepare vocational transition professionals to support youth and adults with disabilities in achieving employment and independent living goals, with a strong emphasis on community engagement, 21st Century careers, interdisciplinary collaboration, and innovative technology practices. The AI/Technology Specialist will report to the program coordinators.

Position Hours: This position is 100% on-site at our San Antonio campus; remote or hybrid work is not available. This position typically works Monday - Friday; 8 a.m. - 5 p.m. May work beyond normal office hours to include evenings and weekends.

This is a grant funded position. This is a grant-funded position that is based on the continuation of the grant (for up to five years).

Responsibilities:

- Work collaboratively with the PIs and staff to ensure all technology-based project activities and events are supportive and enriching for the participants.
- Coordinate AI/technology implementation during the funding period.
- Conduct needs assessments, systematic identification of AT/technology.
- Coordinate and support Alamo Bridges and Transition University operations and needs.
- Coordinate, develop, maintain, and provide support for Alamo Bridges and Transition University micro-credential systems.
- Develop procedures for complex or specialized AI/technology functions.
- Maintain and analyze a variety of data and records related to project products, tools, and resources.
- Provide instruction and/or training(s) based on developed programming, tools and resources.
- Evaluate user and outcome data to continuously refine the AI/technology programming to increase program effectiveness and outcomes.
- Develop materials for dissemination.
- Provide AI/technology professional development for providers, employers, co-workers, and other involved stakeholders.
- Assist with building partnerships and bridging collaborative efforts between the programs, local agencies, and community stakeholders.
- Identifying and purchasing technology needs for the program.
- Support communication, marketing, and community outreach related to program priorities and objectives.
- Perform other duties as assigned.

Required Education and Experience:

- Associate degree in applicable field or higher in related field.
- Two (2) years of related experience in digital imaging editing or web design for multimedia.

Preferred Education and Experience:

- Bachelor/ Master's degree in vocational rehabilitation, education, special education, counseling, or field related to program goals and objectives.
- Three (3) to five (5) years of related experience in the field of vocational rehabilitation, transition, and special education with a focus on disability support and career services.

- Experience with AI and advanced technology applied to planning, coordinating, and organizing complex, multi-activity projects related to higher education, vocational rehabilitation, and transition for students with disabilities.
- Experience in the development of instructional AI- and technology-based curricula and training in educational settings.
- Experience working with vocational rehabilitation agencies, school districts, and career community partners representing the regional and state-wide communities.
- Experience working with first-generation students representing the regional and state-wide communities.

Knowledge, Skills and Abilities:

- Strong AI and advanced technology skills in educational settings.
- Develop visual aids and other instructional materials to meet specific training needs while effectively instructing and supervising program participants.
- Knowledge of curriculum design, academic and career skill development, and instructional support for varied learner needs.
- Proficiency in Microsoft Office Suite, database applications, and other computer software.
- Collaboration with a wide variety of stakeholders and development of cooperative and effective relationships among faculty, staff, university leadership, and community partners.
- Ability to multitask and prioritize competing demands.
- Excellent verbal, written, and interpersonal communication skills, including the ability to interact with students and families from diffrent backgrounds.
- Prepare and maintain accurate data, required reports, and program records.
- Maintain confidentiality, manage sensitive information appropriately, and work effectively in a high-stress or dynamic environment.
- Coordinate, develop and maintain outward facing program information and materials for dissemination (e.g., website, newsletter, marketing).
- Support program meetings and events.
- Commitment to professional excellence and support of student success.
- Knowledge and experience in adult education and career skill development, including coordinating and monitoring adult learner experiences.
- Proven track record of excellence in vocational rehabilitation initiatives and professional development.
- Proven track record of AI and advanced technology experiences.

Applicant Instructions:

Please make sure to provide the following documents:

- Cover Letter
- Resume / CV
- Three (3) Professional References

For detailed instructions on how to apply for any position on our website, please use the following link:
http://www.tamusa.edu/humanresources/job-opportunities/index.html

Summary of Employee Benefits:
www.tamusa.edu/human-resources/documents/Summary-of-Employees-Benefits1.pdf

Texas A&M University-San Antonio values community engagement and encourages applicants who are committed to advancing the well-being and prosperity of our communities.

Please ensure that all required documents are uploaded prior to submitting the application. Once the application is submitted, no changes or revisions can be made. If you have issues with adding documents to your application, please contact HR at 210-784-2058.

In compliance with ADA, if accommodations are needed for the application process, please contact HR at (210) 784-2058.

All positions are security-sensitive. Applicants are subject to a criminal history investigation, and employment is contingent upon the institution's verification of credentials and/or other information required by the institution's procedures, including the completion of the criminal history check.

Equal Opportunity/Veterans/Disability Employer.
Texas A&M-San Antonio is an Equal Opportunity/Affirmative Action/Veterans/Disability Employer committed to provide equal employment opportunity to all persons regardless of race, color, sex, religion, national origin, age, disability, or veteran status.