Instructional Technologist - Loyola Law School

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The Instructional Technologist delivers expert support and excellent service to faculty, students, and staff of Loyola Marymount University (LMU) with a primary, but not exclusive, focus on the academic community of LMU Loyola Law School (LLS). They analyze challenges and innovate solutions for LLS's teaching and learning needs. The Instructional Technologist works as part of a team of Instructional Technologists within Information Technology Services (ITS) and reports to the Manager of Instructional Technology.

The Instructional Technologist empowers faculty to create learning experiences that are engaging, effective, and equitable. This role requires great problem-solving skills and a commitment to above-and-beyond service and support. The job is performed best by someone who communicates well, builds relationships, and innovates, plus pays particular attention to the curriculum, culture, needs, and nuances of the LLS academic community.

Instructional Technologists leverage knowledge of educational technology and instructional design to keep instructors savvy and informed about digital pedagogy and digital transformation. The job involves determining the best strategy for the given teaching goal and using the right tools and services (both internally available as well as external options), such as the Learning Management System, to make an impact on student success.

Position Specific Responsibilities/Accountabilities

Provide expert-level, escalation-point instructional support to LLS's faculty and academic community.

Prepare faculty to navigate their courses using the Brightspace LMS and integrated applications.

Collaborate with instructors to accomplish teaching goals and improve student outcomes.

Empower instructors to create in-person, hybrid, and online learning experiences that are engaging, effective, equitable.

Evaluate software and pilot tools that introduce possibilities and add value to educational efforts.

Deliver responsive, individualized support for education technology in consultations and trainings.

Investigate issues, document solutions, anticipate needs, and develop efficient workflows.

Help instructors develop adaptive learning options that address needs of individual learners.

Leverage accessibility standards and universal design practices to accommodate all students.

Learn LLS's departments, degree programs, and curriculum, plus its nuances and culture.

Foster relationships with instructors, chairs, deans, administrators, and assistants.

Participate in relevant committees, meetings, and events to contribute meaningfully to the law school.

Stay informed about ways technology impacts your work, including accessibility, artificial intelligence, information security, and more.

Perform other duties as assigned.

Loyola Marymount University Expectations

Exhibit behavior that supports the mission, vision, and values of the university. Communicate and employ interpersonal actions that model high standards of professional, responsible, accountable, and ethical conduct. Demonstrate a commitment to outstanding customer service.

Requisite Qualifications

At least 3 years of experience with digital learning environments, course design, or instructional support.

Typically a Master's Degree in Educational Technology, Instructional Design, or a related field; or equivalent experience.

Comprehensive understanding of enterprise applications and education technology, particularly Brightspace.

Ability to translate required learning outcomes into effective instructional strategies and activities for in-person, hybrid, and online modalities, ensuring alignment with course objectives and student engagement best practices.

Exemplary communication skills plus some experience training, teaching, or tutoring.

General knowledge of computers, information security, and basic Information Technology services.

Basic understanding of media formats, embedding, streaming, captioning, and online video.

Familiarity with user experience design, user acceptance testing, and basic usability concepts.

Ability to bring problem-solving, client service, and training skills into everyday responsive support.

Ability to help instructors create engaging experiences for learners across a diverse spectrum of abilities.

Ability to discern when technology solutions are necessary requirements versus beneficial alternatives.

Ability to train large and small groups, manage pacing, field questions, and control conversations.

Ability to identify gaps, offer ideas, and proactively implement functioning solutions.

Ability to step up as needed to contribute to team efforts and group projects.

Ability to learn new skills quickly and tackle unfamiliar challenges.

Ability to pivot readily as circumstances and strategies change.

Preferred Qualifications

- Experience using content authoring tools and administering content management systems.
- Experience with Brightspace administration and configuration.
- Experience using Generative AI tools and writing prompts for text, media, and real-time interactions.
- Experience working with OPM partner(s) in delivering online content and OPM integration.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of this position.

Work Location Requirement This is not a remote position. The person in this role must be able to commute regularly and readily to LMU's Westchester campus in Los Angeles.

Non-Discrimination Policy LMU values diversity, equity, inclusion, and belonging and we believe that diversity and excellence go hand-in-hand. We seek to hire individuals who have a significant potential for cultural contribution in the workplace and a commitment to working effectively with colleagues from diverse backgrounds. We encourage people of all ages, persuasions, and identities to apply.

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Staff Regular

Salary range

$71,100.00 - $88,900.00 Salary commensurate with education and experience.

Please note that this position may not be eligible for visa sponsorship now or in the future.

Loyola Marymount University, a Carnegie classified R2 institution in the mainstream of American Catholic higher education, seeks outstanding applicants who value its mission and share its commitment to inclusive excellence, the education of the whole person, and the building of a just society. LMU is an equal opportunity employer committed to providing an environment free from discrimination and harassment as defined by federal, state and local law. We invite all persons in the full diversity of their being, life experience, and beliefs to apply. (Visit www.lmu.edu for more information.)