|  |
| --- |
| **Job Description** |
| **Job Title:**  | Director of Innovation | **Location:** | Main Campus / Hedlund Building |
| **Department:** | Instruction | **Reports To:**  | Provost |
| **Division:**  | Instruction | **Pay Grade:**  | P09 |
| **FLSA Status:**  | Exempt |  |  |

**SUMMARY**

The Director of Innovation at North Idaho College will play a crucial role in driving the college’s growth and success. The Director of Innovation will report directly to the Provost, and is responsible for organizing and helping to implement the institution’s strategic initiatives in innovative practices to enhance student learning and success, such as technology integration and program development. The Director will work closely with Instructional Deans; members of the Instructional Leadership Team; NIC leadership; and local, regional and state partners to ensure the successful implementation of strategic initiatives and innovation projects.

# Essential Duties and Responsibilities

This list includes, but is not limited to the following:

* Contributes to the development and implementation of innovative initiatives and services that align with the college's strategic goals.
* Fosters a culture of innovation across the campus, encouraging faculty to collaborate across divisional and program boundaries to explore, adopt, and implement cutting-edge teaching methodologies and technologies.
* Collaborates with cross-functional teams to identify and prioritize opportunities for growth and improvement.
* Collaborates with academic departments, IT, and external partners to identify and leverage new technologies that enhance the learning experience.
* Coordinates professional development and training programs to engage students, faculty, staff, and the larger community in innovative educational opportunities.
* Researches and analyzes emerging educational trends, best practices, and technologies, making recommendations for their adoption.
* Manages selected projects from concept through to implementation, ensuring they meet objectives, timelines, and budgets.
* Assists in putting into practice and supporting a culture of innovation, excellence and continuous improvement.
* Works closely with stakeholders to evaluate and monitor the performance of strategic initiatives and innovation projects.
* Provides support for development of department goals, initiatives, assessments and outcomes.
* Develops and manages department and program budgets according to established NIC processes.
* Provides strategic guidance and support to senior leadership in decision-making processes.
* Serves as a key advisor to senior leadership on matters related to innovation in education.
* May manage and oversee staff (full-time, part-time and/or students) including hiring, performance management, training and providing professional development opportunities.
* Demonstrates a commitment to the philosophy and mission of a comprehensive community college.
* Coordinates with NIC’s Development Office to identify grant opportunities and submit application materials.
* Maintains a positive, helpful, constructive attitude and work relationship with supervisor, college staff, students, and the community.

### Marginal Duties

* Performs other duties as assigned.

**REQUIRED MINIMUM QUALIFICATIONS**

The following requirements represent the minimum qualifications necessary for an individual to satisfactorily perform each essential duty and be successful in the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties.

**Education and Experience**

* Bachelor's degree in a relevant field (e.g., Human Centered Design Engineering (HCDE), entrepreneurship, computer science, engineering, business, management, innovation, strategy)
* 3 years of full-time equivalent leadership experience to include at least one year within a business, strategic planning, academic, and/or innovation management environment
* Grant writing experience is preferred

**Certificates and Licenses**

Must have a valid driver’s license.

# Knowledge, Skills and Abilities

* Evidence of successfully leading strategic initiatives and innovation projects
* Strong analytical and problem-solving skills
* Excellent communication and interpersonal skills
* Ability to collaborate effectively with cross-functional teams
* Strategic thinking and the ability to translate ideas into actionable plans
* Strong understanding of current and emerging trends in education and technology
* Excellent leadership, project management, and communication skills (both written and verbal)
* Ability to work collaboratively with faculty, staff, students and external partners
* Proficient skills using Microsoft Office applications
* Ability to operate standard office equipment including phone and copier

# Physical Demands and Work Environment

The physical demands and work environment described here are representative of those that must be met or are encountered by an employee in the normal course of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical requirements and environment are typical of those in a general office setting. Typically involves regular sitting, standing, walking, typing, moving, lifting objects up to 10 pounds and exposure to office lighting and, regular typing, etc. A wide variety of standard office equipment is continually used, including phone, copier, printer and computer.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate. Occasional travel may be required.

October 2024