Carleton College Exempt Position Description

Job Title: Academic Technologist of Learning Innovations and Universal Design for Learning – Grade 13
Reports To (Title): Director of Academic Technology
Department: Information Technology
Division: Dean of College
Revision Date: 04-02-2021

Position Overview:

This position is part of Academic Technology in central ITS and focuses on supporting teaching and learning innovation strategically at Carleton College. The person in this position will use universal design for learning (UDL) principles to support faculty and ensure equitable learning opportunities for all students. In conjunction, this position will support faculty innovations, implement and assess pilot projects in academic technology at Carleton and review new developments in the instructional and information technology landscape. Technologies in the support portfolio may change over time; current focus includes immersive technologies, technologies supporting digital literacies, and mobile applications. Support includes development of extensive guidelines and documentation for UDL for Carleton's existing academic technologies.

This position will evaluate emerging technologies and promote and develop pilots and projects from start through assessment. In this position, the candidate will work with faculty and students across the college, manage pilots as projects, consult with faculty about innovation that is grounded in UDL and Scholarship of Teaching and Learning (SoTL), and share findings within the Carleton community and beyond through workshops, consultations, and online documentation.

In particular, this position will collaborate with the Offices of Disability Services, Intercultural Life, International Student Life and TRIO to ensure that all implementations and recommendations benefit all students.

This position is part of a team of 7, supporting teaching, learning, and research technologies for 270 Carleton faculty. While work is designed for regular business hours, some flexibility in hours is possible, and the occasional off-hour work may be required.

Carleton's Academic Technologists specialize in the application of information technologies to higher education, and are dedicated to supporting faculty, staff and students who strive to achieve excellence in teaching, learning and scholarship through innovation, collaboration, and

creative solutions. Academic Technologists work closely with various academic research and support entities, on and off campus, to provide coordinated and effective support.

Department Overview: The Mission of ITS is to oversee the information technology infrastructure that supports the educational mission of Carleton College.

What We Do

- Provide technology services (directly or through outside providers)
- Partner with Carleton constituents in acquiring technology that serves the College
- Provide stewardship for electronic information and technology services
- Explore and evaluate technology trends that could further the College's mission
- Strengthen Carleton community members in their ability to leverage technologies

[More about Carleton's Information Technology Department](#)

Essential Job Functions/Responsibilities:
- Research and develop academic technology solutions by studying the market, publications (e.g., SoTL, whitepapers), and testing emerging ideas that could benefit all Carleton students and faculty
- Consult with faculty and staff about effective and innovative ways to integrate instructional technology into different teaching and learning environments, with a particular focus on UDL.
- Manage and either develop or support those doing development of Carleton-developed projects such as the CUBE program and Language Lessons and adopted/licensed instructional technologies
- Develop a process for faculty and students that will guide the adoption of innovative technology for teaching, learning, and research, including dissemination of ideas, documentation and communication (e.g., email, blog posts, workshops, individual or small group consultations)
- Work closely with others in ITS and other support units (e.g., Web Services, Systems Infrastructure, Helpdesk, Library)

Additional Job Responsibilities: N/A

Describe Supervision Received and Exercised:
- Hire, supervise and mentor students

NOTE: This job description is not intended to be all inclusive. Employee may perform other related duties to meet the ongoing needs of the organization.

Education/Experience/Skills (supported by job duties):

Required:

- Master's degree in a relevant (e.g., Education, Equity and Diversity, Disability Studies) field **and** two years of full-time. equivalent experience in higher education and/or teaching experience. Must have experience in learning and teaching theory, and research (SoTL)
  OR
- Bachelor's degree in a relevant (e.g., Education, Equity and Diversity, Disability Studies) field **and** four years of full-time equivalent experience in higher education and/or teaching experience. Must have experience in learning and teaching theory, and research (SoTL)

In addition to meeting the above required education, the following are highly desired:

- PhD in a relevant field (e.g., Education, Equity and Diversity, Disability Studies) with teaching experience at the collegiate level
- Experience with the liberal arts college experience
- Experience with grant and project management
- Experience with assessment
- Strong communication and customer service skills appropriate for Carleton's diverse student body, faculty, and staff
- Experience with a wide range of current instructional technologies
- Familiarity with coding, gamification and game-based learning
- Self-direction in a small, lightly supervised, flat team environment
- Curiosity and enthusiasm for learning
- Commitment to equity, specifically UDL principles