Job Title: Director, Instructional Technology
Job ID: 8594
Full/Part Time: Full - Time
Job Code: 3312 Administrator II
Job Grade: Range A
Department: IT Acad Technology - 8223

About the Department
CSUN's Division of Information Technology seeks an experienced and collaborative leader as the Director, Instructional Technology within the Academic Technology & User Support Services department. Reporting to the Associate Vice President for Academic Technology & User Support Services, the Director will both lead day-to-day operations for the team and the Faculty Technology Center and provide strategic vision for instructional technology at the university. The Director keeps abreast of emerging technologies and develops and implements academic technology goals aligned with University priorities and the IT Vision@2022 strategic plan.

Responsibilities
Under general supervision, the Director, Instructional Technology leads a team of Instructional Technologists and other staff in support of a number of technologies, including Canvas, Zoom, Ally for Canvas, Portfolium, and other instructional technology tools and services. The incumbent manages instructional technologies including learning management systems, content creation, video, e-texts, lecture capture, videoconferencing, student response systems, e-portfolios, collaboration platforms, and others as needed; manages vendors and contracts to ensure strategic and successful deployment of technologies; cultivates professional development by identifying and providing opportunities for training in technical skills, leadership, and creative problem solving; closely monitors technology trends in higher education and the world at large; contributes ideas to improve IT strategies to optimize the use of IT Division resources for both long range and fiscal year planning; responsible for strategic planning on long term success of current technology provisions and identifying candidate solutions for future implementation; engages directly with products as needed for daily operation and support; serves, alongside the AVP, as the division’s liaison with faculty and meets with them regularly and proactively; manages work of technologists (videographers, graphic designers, programmers, etc.) to assist faculty in creation of complex learning content; collaborates with Faculty Development and Instructional Designers on workshops, training, and other initiatives; develops a comprehensive and sustainable set of workshops that both highlight existing services and demonstrate new solutions; ensures that all instructional technology products used by the university are as accessible as possible; interfaces and collaborates with desktop management teams to maintain and support lab and classroom computers for optimum teaching and learning configurations; works collaboratively with the IT Training program to create online tutorials, documentation and video training to support academic technology applications; assists with grant-writing when necessary; and performs other duties as assigned.

Qualifications
Equivalent to graduation from an accredited four-year college or university with a Bachelor's degree in a job-related field. Master's degree is preferred. Equivalent to five years of progressively responsible direct leadership experience in instructional technology, managing day-to-day operations with an established track record of successfully managing complex technology projects, budgets, contracts and staff; with two of the five years in a managerial role preferred. Experience in a higher education environment is strongly preferred. Successful experience writing and securing grants preferred.

Knowledge, Skills, & Abilities
Working knowledge of working with and managing a wide range of instructional technologies in a higher education environment; supporting faculty in the design and development of online instructional materials; and using and supporting online and hybrid/blended learning. Knowledge of accessibility requirements strongly preferred. Ability and specialized skills to: possess strong leadership and management skills with a proven track record of building and leading agile teams; demonstrate strong decision making skills and project management skills; possess strong interpersonal, verbal, and written communications skills to work effectively with a wide variety of internal and external resources.
Pay, Benefits, & Work Schedule
Salary is commensurate with knowledge, skills, and experience. The University offers excellent fringe benefits.

General Information
This position is a "designated position" in the California State University's Conflict of Interest Code. The successful candidate accepting this position is required to file Conflict of Interest forms subject to the regulations of the Fair Political Practices Commission. This position is a sensitive position as designated by the CSU. A background check (including a criminal records check) must be completed satisfactorily. Failure to satisfactorily complete the background check may affect the status of candidates who apply for the position. Additionally, the person holding this position is considered a "limited reporter" under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

How to Apply
Candidates should apply by completing the CSUN on-line application utilizing http://bit.ly/HR_CSUN link and must attach a cover letter that addresses the qualifications above and a current resume, including names of three professional references. NOTE: Internal candidates should apply through the portal by accessing the View Job Openings/Apply link on the Human Resources/Employee pagelet.

Applications received through October 31, 2019, will be considered in the initial review and review will continue until position is filled.

For more detailed information on the application and hiring process, please view the link below: http://www.csun.edu/careers/

Equal Employment Opportunity
California State University, Northridge is an Affirmative Action/Equal Opportunity Employer. We consider applicants for employment without regard to race, color, religion, national origin, age, gender, gender identity/expression, sexual orientation, genetic information, medical condition, marital status, veteran status, or disability. Reasonable accommodations will be provided for applicants with disabilities who self-disclose by contacting Recruitment Services.

(10/16/19)