Job Description

PimaCommunityCollege

Position Title: Project Manager, Educational Technology

Job Family: Information Technology   Job Type: Professional - Senior

FLSA Status: Exempt   Salary Grade: 08

Position Summary:

The Educational Technology Project Manager oversees technical and pedagogical support services for students, faculty, and staff, managing projects and providing leadership in implementing and retiring educational technologies. The Educational Technology Project Manager analyze IT and business systems problems, offer technical and analytical support, and supervise staff while providing training in technology and pedagogy. The Educational Technology Project Manager serves as the connection point between current and emerging technologies, best practices in online pedagogy, instructional design, technology training, and student learning. The Educational Technology Project Manager collaborates with faculty, staff, and academic leaders to promote effective technology integration, ensuring optimal performance and user support.

Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Provides technical and pedagogical support services including documentation for students, faculty, and staff in the use of assigned third party educational technologies.

2. Serves as project manager providing technical leadership during planning, coordinating, and review through all phases of projects; Manage projects and leads the implementations and retiring of educational technologies.

3. Plans, conducts, and directs the analysis of complex informational technology and business systems problems; Provides technical and analytical support.

4. Manages and supervises assigned staff.

5. Provides technology and related pedagogy training for faculty and staff. Shares knowledge of pedagogy, andragogy, heutagogy, and online course design techniques and principles as it relates to technology.

6. Monitors performance of adopted educational technology tools and remediates, troubleshoots issues; tests platforms and functional integration of these systems to optimize efficiencies, stability, and user experience.

7. Possess deep functional knowledge of learning management systems (preferably Desire2Learn- D2L) and education technologies.

8. Works with faculty and academic leadership to promote the adoption and effective instructional use of technology in teaching and learning.

9. Provides technical support to users of academic technologies to ensure investment is maximized and users can perform necessary work functions.

10. Provides leadership in acquisition, development, installation, implementation and retiring of assigned technologies of the Enterprise, divisions, and departments. Collaborate directly with other key college

stakeholders on potential learning tools/technologies integrations of identified learning tools/technologies.

11. Represents the college and division with technology vendors, consultants, and other higher education technology organizations.

12. Coordinates support activities between internal stakeholders.

13. Develops and maintains standards for educational technologies and other instructional technology applications.

14. Identifies, evaluates, and recommends new technologies that support teaching and learning in response to pedagogical needs.

15. Develops, evaluates, and improves processes and use of systems. Creates educational technology life cycle plans. Develops reports and presentations.

16. Maintains both professional and technical knowledge by attending education and technology conferences and pursuing related professional development opportunities. Maintains awareness of best practices, emerging technologies and new opportunities in educational technology that may be adopted.

17. Performs all other duties and responsibilities as assigned or directed by the supervisor.

Knowledge, Skills, and Abilities:

1. Knowledge of internal and external customer service principles and practices.

2. Knowledge and application of various instructional methodologies.

3. Skill in installation, repair, and maintenance of network and/or computer hardware, software, and peripherals.

4. Skill in verbal and written communication with the ability to explain technical concepts to audiences with a wide range of technical skills.

5. Skill in project management principles, processes, and techniques.

6. Skill in performing a variety of duties, often changing from one task to another of a different nature.

7. Skill in positive, productive, and flexible customer service.

8. Ability to adapt to a rapidly changing technical environment.

9. Ability to work with independently as well as in a team environment.

Supervision:

- Supervises work of others, including planning, assigning, and scheduling work, reviewing work, and ensuring quality standards, training staff and overseeing their productivity, and signing employee(s) performance evaluation. May have responsibility for making decisions on hiring, termination and pay adjustments.

Independence of Action:

- Results are defined; employee sets own goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist; supervisor/manager provides broad guidance and overall direction.

Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- Information and Analytics: Allows ability to be a data leader. Provides a holistic representation of College's performance as well as data trends or issues.

Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Bachelor's degree in Computer Science or a closely related field of study required.
- Three (3) to Five (5) years of related experience in instructional technology, instructional design, online learning, and education to include the evaluation, adoption, implementation, and management of learning technologies for the design, creation, delivery, and for multiple modalities required.
- Five (5) to Eight (8) years of related experience in instructional technology, instructional design, online learning, and education to include the evaluation, adoption, implementation, and management of learning technologies for the design, creation, delivery, and for multiple modalities preferred.
- Master's degree in instructional design, educational technology, adult learning, education, or related academic field preferred.
- OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in an standard office setting; to remain in a stationary position for prolonged periods of time; to occasionally position self to perform duties; to position or transport light to moderate (up to 20 pounds) amounts of weight, including computer equipment; to operate office equipment including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to effectively communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.

- **Hearing:** Ability to hear in the normal audio range with or without correction.

Special Conditions of Employment:

- Pre-employment Background Check Required
- Valid AZ Driver's License