Job Title: IT Academic Technology Coordinator – On-Line Support Curriculum Coordinator

Job ID: 17063

Location: College of Staten Island

Full/Part Time: Full-Time

Regular/Temporary: Regular

POSITION DETAILS

The College of Staten Island (CSI) is a City University of New York (CUNY) senior College organized around two academic divisions and three schools, with over 14,000 students. CSI offers a broad range of academic programs in the liberal arts and sciences, and in several professional areas. The College awards associate’s, bachelor’s, master’s and clinical doctoral degrees, and in collaboration with The CUNY Graduate Center, numerous Ph.D. degrees. CSI’s internationally recognized faculty passionately engage in scholarly and artistic activities, and together with a strong professional staff, lead students through transformational learning experiences both inside and outside of the classroom. The College is situated on a 204-acre site, has recently incorporated a residential component, and is currently engaging in capital expansion. It is a hub of intellectual and artistic activity and a community partner and source of economic impact and job creation for the greater Staten Island area.

The College’s faculty, administration, and staff are committed to educational excellence as they instill in students an enduring love of learning and respect for pluralism and diversity. The College community recognizes its responsibility to strive for the common good, including an informed appreciation for the interdependence of all people, as well as providing students with the opportunities for successful future careers.

Reporting to the Director, the IT Academic Technology Coordinator/On-Line Support Curriculum Coordinator for the SEEK Learning Center will perform the following duties:

- Coordinates Distance Education programs and assists with setting up learning exercises to engage students through online courses and workshops.
- Supports in the development of curriculum through the Blackboard Learning Management System.
- Administers and teaches SKO 100 online/hybrid course.
- Coordinates and partners with various departments on campus regarding online programs.
- Assists the Program Director and the Learning Center Coordinator in the development of a three-year plan for online offerings for program participants.
- Provides technical support via online platforms.
- Assists with technical duties in support of special projects and research.

QUALIFICATIONS

Bachelor’s Degree required.

Preferred Qualifications include:
- Experience with Blackboard and Microsoft Office strongly desired.
- Supervisory experience preferred.
- The ability to work effectively in self-managed and team-based projects.

CUNY TITLE OVERVIEW

Provides support to students and faculty in the use of instructional systems, software, and programs.

- Researches and prepares program materials, FAQs, and user guides
- Provides telephone and/or email support for faculty and student users of instructional systems, software, and programs
- Develops training materials and delivers orientation/training sessions
- Maintains on-line information on web sites
- Acts as liaison to related areas such as CUNY's Computer and Information Services area, to evaluate and escalate reported problems, and disseminate information notices
- Assists faculty with use of instructional technology to support educational goals
- Performs other duties as assigned.

Job Title Name: IT Academic Technology Coordinator

CUNY TITLE
Assistant to HEO

FLSA
Non-exempt

COMPENSATION AND BENEFITS
Salary commensurate with education and experience.

CUNY's benefits contribute significantly to total compensation, supporting health and wellness, financial well-being, and professional development. We offer a range of health plans, competitive retirement/pension benefits and savings plans, tuition waivers for CUNY graduate study and generous paid time off. Our staff also benefits from the extensive academic, arts, and athletic programs on our campuses and the opportunity to participate in a lively, diverse academic community in one of the greatest cities in the world.

HOW TO APPLY
To apply, please visit http://cuny.jobs/ and enter the Job ID# in the "What" section field. Candidates must attach a resume, cover letter, and three professional references (name, title, organization, and contact information) as one file.

CLOSING DATE
August 30, 2017

JOB SEARCH CATEGORY
CUNY Job Posting: Managerial/Professional

EQUAL EMPLOYMENT OPPORTUNITY
CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.