



UC HASTINGS

COLLEGE OF THE LAW

EST. 1878

The University of California Hastings College of the Law was founded in 1878 as the law department of the University of California and was the first law school in California. Over the years, it has built a legacy and reputation of being a preeminent institution comprised of renowned faculty committed to the study of legal theory and research, preparing students for careers in the judicial system, public service, and industry.

The College is redefining legal education through an experiential, interdisciplinary, and international approach to the law. By integrating rigorous academics with hands-on practice, the College is preparing its graduates to tackle the legal challenges—and leverage the opportunities—of the 21st century.

Instructional Technology Specialist Information Technology (IT) Department

Classification: Level 3 / Class Code 3010 / Non-Exempt / Full-Time / Benefited / Represented

Hiring Salary Range: (commensurate with qualifications)

Posting Date: March 9, 2017

THE ROLE

Under the supervision of the Deputy CIO, Instructional Technology Specialist will play a lead role in the selection and implementation of technologies that enhance teaching and learning for UC Hastings' JD, LLM and MSL degrees, certificate programs and all online initiatives through the use of multimedia classroom technology, Web-based learning systems and instructional technology services and support.

This position will engage in transformative projects using information technology that enhances academic success and encourages research endeavors. Key responsibilities include: collaborating with Instructional Media Services colleagues on developing projects from idea to deployment, particularly focusing on projects that create and deliver technology solutions for academic and research purposes; developing collaborative ideas in the effective use of technology for teaching, learning, and research; maintaining knowledge of innovative teaching and learning technologies. This may include projection systems, audio systems, annotation systems, podium systems, customized classroom technology control systems, video conferencing systems, student feedback response systems, learning management systems, etc. Educate and assist the user community with such systems' functionality and use.

RESPONSIBILITIES

Typical duties and responsibilities consist of, but are not limited to, the following:

- Collaborates with faculty, staff and students to integrate technology into teaching and learning, including the development of instructional materials and tools;
- Trains faculty staff and students in the use of instructional technologies, including creating support materials and conducting formal presentations; present at faculty workshops for specific technology initiatives and strategies;
- Provides daily support and advice to members of the law school community in the use of instructional technology resources;
- Provides set up, testing, operating and tear down services of AV equipment; (e.g. projection systems, computers, microphones, video cameras, audio systems and operation of integrated AV systems);

- Investigates and recommends new technologies to improve teaching, learning, and the classroom experience; provide direction and vision to the successful deployment and integration of web and multimedia technologies in the classroom or online;
- Assists in the future design of classrooms and interactive learning spaces, conference rooms, and public areas of the school;
- Assists in development, implementation, and enforcement of policies and procedures regarding academic software and hardware;
- Maintains and administers the school's online classroom recording system; performs editing and post-processing when required;
- Maintains the workflow in regards to online and educational technology initiatives, leading instructional design initiatives in the online environment;
- Manages cloud and software as a service (SaaS) contracts and works with consultants and vendors of hardware and or/software products to evaluate and troubleshoot third party products and services;
- Assists in planning and budgeting for the acquisition of new technology.

REQUIREMENTS

EDUCATION AND EXPERIENCE

- Bachelor's degree in educational technology, instructional design, or other related field;
- Experience with course management systems.

KNOWLEDGE, SKILLS & ABILITIES.

- Knowledge in online instructional design theories and practices;
- Demonstrated experience integrating technology into the teaching/learning process;
- Strong knowledge and understanding of graphics, web, media and audiovisual technologies, i.e. multimedia;
- Experience with incorporating interactive multimedia to enhance teaching and learning in an education setting;
- Knowledge of HTML as well as a familiarity with Web technologies.

BENEFITS

- Comprehensive medical, dental and vision insurance coverage
- Life Insurance
- University of California Retirement Plan (defined benefit)
- Disability Insurance
- Legal Insurance
- Generous vacation and sick leave
- Thirteen paid holidays per year
- Pre-tax Retirement Savings Programs
- Flexible Spending Accounts for transportation-related, healthcare and dependent care expenses

THE HIRING PROCESS

To apply, go to:

<http://hrnetlogin.net/uchastings/app/app.cgi?positionsdesiredtext=Instructional%20Technology%20Specialist%20-%20IT%20Mar2017>

Failure to provide the information as required on the application form including attaching a cover letter and a resume shall immediately disqualify an applicant from employment consideration.

Please Note: **This position has been designated as “sensitive” and requires a pre-employment background check.

Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please contact Human Resources if you require a reasonable accommodation to apply for a job. Examples of reasonable accommodation include making a change to the application process, providing documents in an alternate format, using a sign language interpreter, or using specialized equipment.

WHAT TO EXPECT

Applicants who meet the position requirements will be competitively evaluated to identify the individuals whose breadth and depth of experience and education most closely relate to the stated requirements and the needs of the College. Depending on the quality and number of the applications received, only the better qualified applicants may be contacted for an interview. **The position is open until filled.**

UC Hastings College of the Law is an Equal Opportunity Employer