Job Vacancy Notice

Job Title: Online Faculty Training and Support Specialist (Re-Opened)
Job ID: 13860
Location: John Jay College
Full/Part Time: Full-time
Regular/Temporary: Regular

POSITION DETAILS

John Jay College of Criminal Justice, a senior college of the City University of New York (CUNY), is an internationally recognized leader in educating for justice, committed to the advancement of justice and just societies. It is a public liberal arts college that enriches the entire learning experience by highlighting themes of justice across the arts, sciences, humanities, and social sciences. Located steps from Lincoln Center at the cultural heart of New York City, the College offers bachelors and master’s degrees and participates in the doctoral programs of the Graduate School of the City University of New York. John Jay College is also recognized for serving a broadly diverse student population. Under the leadership of its fourth president, Jeremy Travis, John Jay College has experienced unprecedented faculty hiring, an expansion of its curricular offerings, and the opening in 2011 of a new 600,000 square foot building complete with a black-box theatre, state-of-the-art lab space for students and faculty, a moot courtroom, and a variety of virtual learning settings. As evidenced by so many on-going developments, the College offers its many new faculty and staff the opportunity to shape the future of their institution.

John Jay Online is seeking an Online Faculty Training and Support Specialist to provide training and support about online education for John Jay Online faculty as well as the college community faculty and contribute to a comprehensive faculty development program on online course development and online teaching.

Reporting to the Director of John Jay Online, the Online Faculty Training and Support Specialist will:
- Support faculty, staff, and students on the learning management system and other online education tools and services by phone and email, online, and in person.
- Lead faculty development courses, workshops, and programs on Blackboard and other online education tools and services.
- Contribute to the development and implementation of a comprehensive faculty development program on online course development and online teaching.
- Collaboratively develop processes for online education training and support.
- Foster a supportive environment for faculty teaching online and collaborate with the Center for the Advancement of Teaching at the college.
- Promote online education training and support services to the college community.
- Help administer the Blackboard learning management system.
- Contribute to the design, development, and maintenance of websites for online education.

QUALIFICATIONS

Bachelor's Degree and 4 years' related experience required. Master's degree preferred.

Successful candidates will possess consultative relationship building skills and a passion for online education, working with faculty to transition to teach online.

Additional qualifications include:
- Teaching experience at the college or university level
- Demonstrated proficiency in the Blackboard learning management system and Blackboard Collaborate Suite
- Demonstrated experience with supporting faculty on the design and development of online courses
- Excellent technical skills
- Outstanding organization, communication, writing, and interpersonal skills
- Fast learner, eager collaborator, meticulous attention to detail
- Knowledge of instructional design theories and models, online pedagogy, and adult learning theories
- Demonstrated experience with website design and development
- Demonstrated skills with multimedia development tools

**CUNY TITLE OVERVIEW**

Supports and consults with faculty, students, and others in the use of instructional systems, software, and programs.

- Provides day-to-day support for users of instructional systems
- May supervise a College help desk related to academic technology, supervising and training staff
- Designs, develops, and delivers training and orientation sessions on the use of instructional technologies
- May serve as an administrator and/or account coordinator for one or more systems
- Assists in demonstrating the practical application of computers and communications technology for classes and workshops for faculty or students
- May track problem reports, troubleshoot reported issues, and document resolutions
- Performs related duties as assigned.

Job Title Name: IT Academic Technology Specialist

**CUNY TITLE**

Higher Education Assistant

**FLSA**

Exempt

**COMPENSATION AND BENEFITS**

Compensation: $42,873 - $55,782.

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, go to www.cuny.edu, access the employment page, log in or create a new user account, and search for this vacancy using the Job ID or Title. Select “Apply Now” and provide the requested information.

**CLOSING DATE**

Posting Re-opened Closes on Tuesday February 9, 2016

**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.
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