

NOTICE OF VACANCY



November 8, 2021

Instructional Technology Specialist NASNTI Title III Grant

SALARY: \$35,000.00 (5-year, grant funded position)

BENEFITS: Excellent fringe package includes pension plans and life, health, dental and vision insurance.

STARTING DATE: December 2021 or sooner

RESPONSIBILITIES:

- Works closely with the Instructional Designer to provide supportive training and support to students and faculty participating in remote teaching and learning.
- Responsible for providing students and faculty technical assistance with equipment and/or software associated with remote teaching and learning projects.
- Work closely with the Instructional Designer to provide workshops and/or seminars to orient students and faculty to successful remote teaching and learning strategies.
- Assist the Instructional Designer with integrating grant activities into CANVAS, the USAO learning management system.

QUALIFICATIONS:

- Bachelor's degree in Education, Communications, Educational Media, Educational Technology or related field.
- Knowledge of learning management systems particularly CANVAS.
- Proficient in a variety of educational technologies and software.
- Ability to work with faculty members who are delivering content in a variety of modalities.
- Ability to work with underrepresented student population including but not limited to Native American, low-income, disabled and/or homeless USAO students.
- Individuals from Native American communities and/or individuals who have successful experience with developing or managing programs for disadvantaged student populations, including low-income and Native American students, are strongly encouraged to apply.

TO APPLY:

Send a completed USAO application (available at <https://usao.edu/about/personnel.html>), letter of interest, detailed résumé, unofficial copies of college transcripts, and the contact information including e-mail addresses for three references, to hr@usao.edu. You may also mail them to the Human Resources Office, University of Science and Arts of Oklahoma, 1727 W. Alabama, Chickasha, OK 73018-5322 ATTN: HR Office.

Application review begins **November 22, 2021** and will continue until position is filled.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The University of Science and Arts of Oklahoma is an equal opportunity, affirmative action institution. Science and Arts welcomes applications without regard to age, race, gender (including pregnancy), national origin, disability, religion, marital or parental status, protected veteran status, military service, genetic information, sexual orientation or gender identity. Persons must have proof of legal authority to work in the United States on the first day of employment.

As required by the US Department of Education, employees are required to report violations under the Title IX and, under the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act), select individuals are required to report crimes. If this position is identified as a Campus Security Authority (Clery Act), you will be notified, trained, and provided resources for reporting.