

NOTICE OF VACANCY

POSITION TITLE: NASNTI Instructional Technology Specialist

SALARY: \$38,000.00 (5-year, grant funded position)

REPORTS TO: NASNTI Part F Grant Director

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

POSITION DETAILS: Full-time

HOURS: Monday-Friday; 8:00AM to 5:00PM

START DATE: Summer 2024

SUPERVISORY DUTIES: N/A

ABOUT USAO: The University of Science and Arts of Oklahoma (USAO) is a public liberal arts college located in Chickasha, Oklahoma, about 40 minutes from Oklahoma City, and is a member of the Council of Public Liberal Arts Colleges (COPLAC). It is charged by the Oklahoma State Regents for Higher Education “to provide an outstanding general education program for the State of Oklahoma with strong offerings in the liberal arts and sciences. The experience will feature interdisciplinary team-teaching and will extend throughout the undergraduate experience.” To support this charge USAO is directed “to assemble a faculty whose interests, knowledge, and experiences transcend their specialized fields of graduate study and who are dedicated to liberal arts education.” For more information about USAO, see www.usao.edu.

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, EDUCATION & EXPERIENCE:

- 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:

Complete the USAO application at (<https://usao.edu/about/personnel.html>). Upon completing the USAO application, please attach a letter of interest, detailed resume, 3 professional/academic references, and any necessary transcripts to hr@usao.edu.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

This institution, in compliance with Titles VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and other federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, disability, or status as a veteran in any of its policies, practices, or procedures. This includes, but is not limited to, admissions, employment, financial aid, and educational services.