

# **Educational Technology Specialist for the Center of Teaching and Learning**

## **Duke Kunshan University**

### **Job Description**

#### **Position Overview:**

The Center of Teaching and Learning (CTL) seeks an Educational Technology Specialist position to lead efforts to assist faculty to explore and adapt learning innovation. The specialist will learn and use a range of learning technologies, understand effective learning skills and active learning techniques that faculty may use in classrooms. She or he will be responsible for implementing educational technologies and assessing their use within the teaching and learning environment. The specialist is expected to contribute in a significant way to the development and delivery of high-quality learning experiences for Duke Kunshan University (DKU), working closely with DKU faculty and staff on the tasks listed in the Essential Duties section.

#### **Reports to:**

Associate Director, Center of Teaching and Learning

#### **Essential Duties:**

- Assist or offer workshops and one-on-one consultations on teaching, learning, and instructional technology, such as Sakai, Learning Management System, and instructional video development.
- Coordinate efforts of exploring, testing, piloting and implementing innovative learning technologies.
- Research trends and the competitive landscape of teaching and learning in higher education in China and around the world.
- Work with the assessment specialist to identify and analyze faculty teaching assessment data to guide CTL's instructional strategic plan.
- Observe identified classrooms based on the classroom guideline developed by CTL, and report to CTL and the faculty members.
- Troubleshoot and analyze instructional technology problems reported to DKU and Duke IT ServiceNow ticket system.
- Perform other duties as assigned.
- University employees' job responsibilities will continue to expand in scope and depth as the University grows in size and complexity in its programs.

**Required Qualifications:**

- Effective English written and verbal communication skills.
- Bachelor's degree is required, but Master's degree in the field of Instructional/Educational Technology, Instructional Design, Learning Environments Design, or Technology Enhanced Learning is preferred.
- At least 2 years of direct working experiences in educational technology or instructional design field focusing on the higher education.
- The background in STEM (science, technology, engineering and math) is strongly preferred.
- Be knowledgeable about recent research and trends in teaching and learning in natural and applied sciences.
- Ability to learn and apply new skills and techniques.
- Interpersonal and effective communication skills with the ability to manage expectations and explain technical details in a way understandable to technical novices.
- Methodical, investigative and inquisitive mind.
- Ability to contribute to a team effort.
- Logical approach to problem solving.