



POSITION: Educational Technology Specialist/Placement Coordinator

DEPARTMENT: College of Education

Position Summary: North Greenville University invites applications for an Educational Technology Specialist and Placement Coordinator to work in the College of Education. The Educational Technology specialist facilitates, studies, and disseminates how innovative technologies and emerging physical, virtual, and blended learning environments empower educators and learners and impact society. The successful applicant will join a collaborative, cohesive, and energetic community of professors and instructors within the College committed to high-quality teaching and service.

We welcome a candidate with professional experience in the field of Educational Technology. The successful applicant is expected to teach educational technology preparatory courses; provide educational technology professional development to faculty; place in partner districts students seeking an initial license in education; stay current in professional practice; and engage in service to the College, university, and profession. This 9-month faculty appointment will begin in August 2022. We welcome applications from all suitably qualified candidates.

RESPONSIBILITIES:

- Teach technology courses in our teacher preparatory program
- Mentor students during their field placements and clinical experiences
- As placement coordinator, manage field and clinical experiences and maintain accurate records pertaining to these experiences
- Provide professional development for the COE faculty
- Manage social media webpages

QUALIFICATIONS

Minimum qualifications:

- Earned master's degree (by August 2022) with appropriate focus, educational technology; instructional technology; instructional design; learning, design, and technology; educational media; or closely related field
- Experience within the professional practice of educational technology
- Current teaching license
- Evidence of collaboration with faculty, students, and other stakeholders
- A commitment to the integration of faith and learning
- Strong communication and organizational skills

Preferred qualifications:

- Experience in teaching courses in educational technology
- Knowledge of and expertise in the use and applications of current educational technology in SC schools
- Record of excellence in teaching and/or mentoring students in higher education contexts
- Commitment to active engagement with and/or leadership in professional organizations

Required technology skills:



- Detailed and extensive knowledge and experience with Microsoft Office, Adobe Acrobat, Google Suite

Physical Requirements

- Visual Abilities: Read reports, create presentations, and use a computer system.
- Hearing: Hear well enough to communicate with co-workers and students.
- Dexterity, Grasping, Feeling: Write, type, and use the telephone, copier, and computer systems.
- Mobility: Move between departments in the COE and attend meetings across both campuses.
- Talking: Frequently convey detailed or important instructions and ideas accurately, loudly, or quickly.
- Cognitive/Emotional: Ability to critically think and concentrate

WORKING RELATIONSHIPS

This position is a full-time position in the College of Education. This position reports to the Associate Dean of undergraduate programs.

WORK SCHEDULE

Office hours generally should be held during normal academic operations: Monday through Thursday, 8:00 am – 4:30 pm, and Friday, 8:00 am – 12:00 pm.

Occasional work on weekends and evenings for special university events is required.

This job description in no way states or implies that these are the only duties to be performed by the employee. Employee will be required to follow any other instructions and perform any other duties as requested by their supervisor.

This position is subject to the university's background check policy. As part of the application, candidates should submit a cover letter, CV, transcripts, and reference letters from two professional references and one church leader.

TRAVEL

There are outside travel responsibilities with this position as a mentor/supervisor of teacher candidates in the field. Mileage is provided. All faculty are expected to be able to travel to campus for all class sessions and occasional departmental, college, and faculty meetings.