

## Academic Technologist Apprentice

**JOB TITLE:** Academic Technologist Apprentice  
**DEPARTMENT:** Center for Online and Extended Learning (COEL)  
**SUPERVISOR:** Vice Provost for Online and Extended Learning

### GENERAL JOB DESCRIPTION

The Academic Technologist Apprenticeship is an exciting opportunity for a service-oriented and growth-minded individual to learn on the job in a high-paced, innovative, university environment. The Academic Technologist Apprentice will initially provide “tier 1” technological support to the faculty, staff, and student body of the University’s online and non-credit academic offerings. This may include design, development, and modification of instructional content to achieve requirements, and collaboration with a variety of stakeholders to support and advance academic technology and usability.

As an “employee-in-training,” the AT Apprentice must exhibit an enthusiasm to learn and an interest in Education, Technology, and Instructional Design. An eagerness to build knowledge and a willingness to put in the effort to develop skills through ongoing training and/or coursework (tuition for enrollment in TU programs is remitted) must be demonstrated. The position is eligible for promotion to Academic Technologist once requisite skills and abilities have been attained and demonstrated.

### MAJOR DUTIES AND RESPONSIBILITIES

#### **[40%] Support the integration of accessible Academic Technologies in credit and non-credit applications.**

- Deliver individual support, consultation, and training (in collaboration with various campus entities) to faculty, staff, and students on issues pertaining to effective technology use.
- Design and produce educational resources (e.g., tutorials) in support of Academic Technologies.
- Perform as needed “quick-fixes” to existing online sections.
- Provide (limited) “on-call” after-hours support during term rollover periods

#### **[40%] Support the Instructional Design team in the development of instructional content for use in credit and non-credit offerings.**

- Provide course development services for online, seated, and non-credit course sections.
- Remain current with higher education issues and trends related to universal design and accessibility.
- Assist with Quality Assurance (QA) course checks.
- Perform updates to existing courses.



**[20%] Proactively support the mission of the Center for Online and Extended Learning.**

- Actively participate in and meaningfully contribute to strategic discussions and on-going planning processes to the COEL.
- Perform other duties as assigned by the Vice Provost.

## QUALIFICATIONS FOR THE JOB

- Technology mindset - able to learn, understand, and share new technologies and techniques.
- Diligence - dedicated to personal and professional growth and willing to put in the extra time and effort to build knowledge and experience
- Time management – able to meet hard deadlines and work to strict schedules, work efficiently under time constraints, and to organize multiple critical projects and work assignments
- Critical Thinking - When solving problems, able to apply critical thinking to troubleshoot and resolve the issue.
- Interpersonal Skills - excellent listening, oral, written communication skills that promote effective working relationships with diverse populations.
- Initiative – without direction, seek out and identify problems and opportunities for improvement and finding/recommending creative and efficient ways to resolve them
- Awareness/basic skills in the following:
  - HTML coding
  - Microsoft Office (Word/PowerPoint/Excel),
  - Google Apps (Docs, Sheets, Forms, etc.)
  - Web, media, and video technologies for education,
  - Graphics software (Adobe CS products), and
  - Learning Management Systems (Moodle preferred).

## PREFERRED QUALIFICATIONS

- Two or more years of relevant work experience.
- Familiarity with a variety of academic technologies, including Learning Management Systems and understanding of available assistive technologies.

This position is a year-round appointment working 40 hours per week. Normal business hours are required, with occasional weekend and evening hours, including a willingness to address time-sensitive University needs outside of normal office hours. This is an ON-CAMPUS position, located in Tiffin Ohio. After the probationary period, the position may transition to partially remote status, at the discretion of the Vice Provost.

## KEY COMPETENCIES

- Interdependence:* Fosters collaboration
- Communication:* Strong decision making and communication skills
- Accountability:* Formulates effective and progressive strategies aligned with University mission and values
- Respect:* Creates an engaging, collaborative work environment by bringing diverse people and ideas together.
- Entrepreneurship:* Influences and inspires innovation and creative thinking.

## PHYSICAL REQUIREMENTS

Ability to sit and or stand periodically for long periods.



*We are strongly committed to enhancing equity, inclusion, and diversity. These values are central to our beliefs. Candidates who have worked with a diverse range of faculty, staff, and students and who can contribute to our mission of inclusivity are encouraged to identify their experiences and interests. Tiffin University actively seeks to increase the diversity of its workforce. We are dedicated to providing educational, working and living environments that value the diverse backgrounds of all people.*

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