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<th><strong>Position Description</strong></th>
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<tr>
<td>Report Run Date</td>
<td>Feb 9 2016 10:30AM</td>
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<tr>
<td><strong>Position Number:</strong></td>
<td>02018917</td>
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<td><strong>Dept:</strong></td>
<td>IET ACADEMIC TECHNOLOGY SVCS - 061417</td>
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<tr>
<td><strong>Position:</strong></td>
<td>FACULTY TECHNOLOGY TRAINING COORDINATOR</td>
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<td>Approved Payroll Title Code:</td>
<td>4163</td>
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<td>Approved Payroll Title:</td>
<td>TRAINER 3</td>
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<td>Approved MSP Salary Grade:</td>
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<td>Approved PSS Salary Grade:</td>
<td>PSS21</td>
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<td><strong>POSITION DETAILS</strong></td>
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<td>Job Summary:</td>
<td>Under the direct supervision of the Academic Associate Director of Academic Technology Services, work directly with faculty to understand and best use instructional technologies and the campus learning management system to help accomplish teaching and learning goals.</td>
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<td>Campus Job Scope:</td>
<td>The role of this position is to develop, administer, implement and teach classes, programs and workshops for campus faculty related to technology in support of effective instruction (e.g., with a focus on active learning, collaborative learning, and adaptive learning), to work with unit professionals in accomplishing tasks related to the delivery and management of such programs and services, and to consult with UC Davis faculty on the best practices in teaching with technology.</td>
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<td>Department Specific Job Scope:</td>
<td>Personnel Resources: The Faculty Support Unit within Academic Technology Services has one Associate Director / Manager, two instructional designers, three faculty technology training coordinators, and two graduate student researchers. Physical Resources: Academic Technology Services occupies most of Surge II, part of Surge IV, as well as 50 Hutchison Hall. The Faculty Support Unity in particular will occupy part of Surge II and all of 50 Hutchison Hall. This position contributes to decision-making within the Faculty Support Unit of Academic Technology Services, and thus has an important impact on the planning and</td>
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implementation of the teaching and learning goals of UC Davis.

Positions Supervised: None

30% TRAINING PROGRAM MANAGEMENT
Design and develop curriculum and offer classes to faculty in the effective integration of technology into teaching, including but not limited to, the campus Learning Management System, the use of classroom presentation software and devices, the use of the Web for dissemination of teaching materials, third-party cloud-based tools, and the use of electronic forms of communication to increase interactions among and with faculty and students.

Develop/create/implement programs, workshops, brown bags, and seminars to expose faculty to the use of computer technology, including writing tutorials and other documentation, coordinating speakers, recruiting attendees, evaluating the programs’ effectiveness, and advocating as needed for campus adoption.

30% SUPPORTING USE OF THE LEARNING MANAGEMENT SYSTEM
Guiding, and advising faculty on the understanding and use of the UC Davis Learning Management System by meeting with faculty individually and in small groups; by responding to LMS-related queries; and by coordinating support of the LMS with other strategies and priorities mentioned herein. Provide second and third-tier pedagogical support of the learning management system.

10% RESEARCHING INSTRUCTIONAL TECHNOLOGY SOLUTIONS
Coordinate the integration and best use of instructional software, including especially Learning Management System Tools, by researching available solutions, advocating for instructional uses and needs, training and supporting faculty in exploring software and third-party application solutions, writing documentation and tutorials for integrating instructional software, and maintaining a campus-wide perspective. Conduct group or one-on-one training for faculty or support personnel. With colleagues from ATS and other units, and participating faculty and students, review and evaluate hardware and software solutions to teaching and learning challenges.
10% ASSESS INSTRUCTIONAL TECHNOLOGY PROGRAMS' SUCCESS
Design and conduct measurements, surveys, focus groups, etc., to assess and evaluate instructional technology programs to ensure appropriateness, effectiveness, and efficiency. Produce work in a timely manner, reporting status to supervisor on a regular basis, and immediately informing the supervisor of any potential delays in reaching projected training program goals and/or schedules.

10% INSTRUCTIONAL TECHNOLOGY PLANNING AND STRATEGIES
Participate in establishing and implementing campus goals related to the use of instructional technology. Work with other staff and units in the planning and implementation of faculty training programs and activities. Attend relevant meetings with representatives of Undergraduate Education and Academic Technology Services to enable synergies between the two units. Facilitate information exchange between the Center for Educational Effectiveness, Academic Technology Services, other IET and campus units, and campus academic departments. Assist in the direction and coordination of graduate students, Educational Technology Partners, and other staff as might be hired by Academic Technology Services to assist in training and education programs.

10% LECTURE CAPTURE
Participate in setting up, monitoring, and working with faculty on the best use of an established lecture capture system at UC Davis. As we create more hybrid and online courses at UC Davis, we will need to support the lecture capture program that has been led by the Media Resources unit within Academic Technology Services. Work with other staff and units in the planning and implementation of lecture capture programs and activities. Attend relevant meetings with faculty and others.

Physical Demands:

Work in a busy office environment with frequent interruptions.

Work Environment:

Occasional travel required.

UC Davis is a smoke and tobacco free campus effective January 1, 2014. Smoking, the use of smokeless tobacco products and the use of unregulated nicotine products (e-
Background Check: Yes

QUALIFICATIONS

Minimum Qualifications:

Bachelor's degree in related area and/or equivalent combination of education and experience.

Experience teaching and training faculty and/or staff in the use of technology.

Experience working with a wide range of technologies, including learning management systems, digital repositories, online communications and meeting tools, media creation, databases.

Experience working with the Microsoft Office Suite, with the Windows and Mac OS operating systems.

Skill to deliver coherent/effective presentations on academic technologies to a wide range of audiences of hierarchical levels and technological abilities.

Experience working with a diverse team of colleagues in a teaching or training environment.

Experience to understand the technology needs of faculty and students.

Experience to understand and know the best practices in teaching, learning, and pedagogy.

Experience interacting tactfully and effectively with faculty, management, programmers, staff and all others in the conduct of work.

Experience working with the Sakai and Canvas learning management systems.

Preferred Qualifications for Selection:

Teaching experience in a high school or higher education setting.

Working knowledge of UC Davis, including departments and units.
Master's degree or equivalent experience.

Experience supervising student employees.

**Expectations**

- Read and model the UC Davis Principles of Community

- Zeal and appreciation for the potential of technology in an academic context (teaching and research).

- Communication skills to effectively present information (oral, written, presentation, documentation) to content specialists, especially UC Davis faculty.

- Communication skills to understandably and effectively describe technical requirements to technical and non-technical audiences.

- Provide informal training and mentoring to educate personnel in the use of products or services.

- Work cooperatively with others to achieve and maintain a strong client service environment.

**Job Expectations**

- Highly motivated and results oriented.

- Ability to work independently under general direction from management, to manage workload across multiple simultaneous projects, to maintain a high level of productivity, and to meet deadlines under time constraints and continuously shifting priorities.

- Willingness to learn and apply new technology and willingness to develop skills to promote professional growth.

- Be familiar with, and comply with, specific and detailed safety procedures and practices.

- Work cooperatively and collaboratively with others in support of the mission of UCD.

- Demonstrate flexibility and willingness to assist in other areas of the department when needed.
- Ability to cultivate trust and build successful working relationships with faculty, students and student employees, and other relevant staff and management.