Harvard Business School

Graduate Academic Technologist Position

The Graduate Academic Technologist’s (GAT) primary function and role is to assist HBS Educational Technology Services (ETS) in the development of instructionally focused, web-related projects. They do so by helping faculty take advantage of available instructional technologies and by assisting ETS staff members with the more technical aspects of technology review and implementation. Educational Technology Services GATs provide the following services:

- Evaluate new technologies and their ability to meet both teaching and learning needs, and HBS requirements
- Benchmark what competitors and leading edge institutions are doing around instructional technology, helping to evaluate the worth of emerging technologies across the HBS teaching/learning landscape
- Provide technical support as new technologies are integrated into the ETS portfolio;
- Assist in and provide support for the development of faculty/program projects, including user documentation
- Document use cases for technologies to give faculty and program staff a contextual understanding of technological possibilities
- Develop and manage a library of online tutorials that illustrate best practices for the portfolio of instructional technologies
- Provide in-class support and ongoing testing for simulations and other products
- Participate in regular staff meetings
- Provide administrative support.

GATs must be familiar with a number of web technologies, and they are expected to become proficient with all supported instructional technologies. Applicants must be enrolled during the 2017-2018 academic year in a graduate program to be eligible for this position.

Position starts July 1, 2017, and runs until June 1, 2018, or graduation and covers 17 hours a week at $35 an hour. Candidates may start earlier in 2017 if available and may work up to 25 hours/week during summer months if available.

To apply, please send cover letter and resume to Victoria Keirnan, Director, Portfolio Management and Operations, Educational Technology Services, at vkeirnan@hbs.edu.