Harvard Business School
Graduate Academic Technologist Position

The Graduate Academic Technologists’ (GAT) primary function and role is to assist the HBS Service Management and Technology Services (SMTS) team in the development of instructionally focused, web-related projects and IT services. 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 and ITSM practices. They may 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
- Provide support for the service management portfolio
- 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 QA 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 2018-2019 academic year in a graduate program to be eligible for this position.

Position starts on July 1, 2018, and runs until June 1, 2019, or graduation and covers 17 hours a week at $35 an hour. Candidates may start earlier in 2018 if available.

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