Learning Technology Assistant

Center for Teaching Excellence, Boston College

The Center for Teaching Excellence (CTE) invites applications for the role of Learning Technology Assistant (LTA). In close consultation with CTE staff, LTAs help instructors improve their teaching through teaching technology consultation, as well as collaborating on long-term CTE projects.

The LTA position includes the following responsibilities:

- Assist instructors with the learning management system and other tools like lecture capture, personal response systems, and collaborative technologies;
- Directly support the Teaching and Learning Technologies team or the Instructional Design team in day to day operations;
- Assist in the development of faculty courses and special projects;
- Develop online documentation;
- Assist with individual and group training sessions for instructional technologies and pedagogies;
- Maintain records of their work with instructors;
- Investigate new technologies as they apply to work with instructors;
- Be readily available to assist instructors in preparing for the start of the semesters in August and January;
- Participate in regular staff meetings.

LTAs should be familiar with a number of web technologies and are expected to become proficient with all supported instructional technologies.

Multiple positions available. Positions vary slightly with either a primary focus on technical administration and support or on direct faculty support. While a technical background is not required, it is preferred for one of the LTA roles. The CTE offers robust training for all new LTAs.

The position starts on or after June 1, 2018. LTAs work 20 hours a week over the summer and 15 hours per week during the academic year. LTAs receive a yearly stipend of $21,000 over 12 months and tuition remission of $3000. Vacations in late August and early January are not possible given the constraints of the work.

To apply, please send your cover letter and resume to Shirley Cho: shirley.cho@bc.edu.