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 for simulation testing and deployment;
- Participate in regular staff meetings; and
- 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 2016-2017 academic year in a graduate program to be eligible for this position.

Position starts July 1, 2016 and runs until June 1, 2017 or graduation. 17 hours a week at $35 an hour.

To apply, please send cover letters and resumes to Jeanne Po, Director, Learning Technologies and Instructional Design Services, Educational Technology Services, at jpo@hbs.edu.