Learning Technology Assistant Job Description

Center for Teaching Excellence, Boston College

The Center for Teaching Excellence (CTE) invites applications for the role of Learning Technology Assistant (LTA). LTAs help instructors improve their teaching through pedagogical and teaching technology consultation, as well as collaborating on CTE programs and projects. The CTE offers robust training for all new LTAs.

The person in this role reports to the Assistant Director for Graduate Student Programs. Applicants with diverse backgrounds, experiences, abilities, and perspectives are encouraged to apply.

The LTA position includes the following responsibilities:

Primary Responsibilities

● Assist instructors with the learning management system (Canvas) and other tools like lecture capture (Panopto), personal response systems (iClicker, Poll Everywhere), virtual communications (Zoom).
● Assist with individual and group training sessions for instructional technologies and pedagogies, in particular at the start of each semester.
● Maintain records of their work with instructors.

Additional Responsibilities

● Support CTE programs as necessary, including Excellence in Teaching Day and the Mid-Semester Feedback Program.
● Contribute to online documentation and to the CTE Resources website;
● Investigate new technologies as necessary.
● Assist with research on topics related to pedagogy and the development of special projects.
● Participate in staff meetings.

Qualifications

Qualified applicants will be “self-starters” who are creative in their approach to problem solving, comfortable working both independently and collaboratively, and open to constructive feedback. In addition, strong candidates will have:

● Familiarity with Canvas or a similar system, Google Drive, and Microsoft Office, and a willingness to become proficient with all supported instructional technologies;
● Good communication and interpersonal skills;
● Strong organizational and time-management skills; and
• Prior teaching experience and/or experience with CTE programs preferred

This position requires 15 hours of work per week through the end of the academic year and provides a monthly stipend of approximately $2,000 and tuition remission of $3,000. There is the possibility of the position being renewed for the 2020-21 academic year.

Please submit your resume and cover letter to Francesca Minonne, Assistant Director for Graduate Student Programs (minonne@bc.edu). Applications will be accepted until the position is filled. The CTE will begin reviewing applications on November 11, 2019.