

Learning Technology Assistant Job Description

Center for Teaching Excellence, Boston College

The Center for Teaching Excellence (CTE) invites applications for Graduate Assistants to serve in 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. This is a role that can be completed largely remotely in fall 2020, but will shift to an in-person role once consultations and workshops are considered safe to conduct in person.

The LTA position includes the following responsibilities:

Primary Responsibilities

- Assist instructors with the learning management system (Canvas) and other tools like virtual communications (Zoom), lecture capture (Panopto), and personal response systems (Poll Everywhere).
- Assist with individual and group training sessions for instructional technologies and pedagogies.
- Contribute to online documentation and to the CTE Resources website.
- Maintain records of their work with instructors.

Additional Responsibilities

- Support CTE programs as necessary, including Excellence in Teaching Day.
- 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, Zoom, 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

As the Center for Teaching Excellence helps prepare instructors for a fall semester that includes fully remote teaching as well as in-person socially distanced teaching, we are particularly interested in candidates who already have experience using Canvas and Zoom, and who are able to quickly begin monitoring the Zoom chat during workshops and responding to instructor emails. A portion of the interview process for this position will involve answering questions about a Canvas course.

This position starts on or after September 1, 2020, with the possibility of working some hours at the end of August. LTAs work 15 hours per week through the end of the academic year and receive a monthly stipend of \$1,817. There may be a possibility of the position being renewed for the 2021-22 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 August 7, 2020.