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 staff members with the more technical aspects of technology review and implementation. 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 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 and ongoing QA testing for simulations and other products
- Provide support for the service management portfolio, as well as the dissemination of ITSM (IT Service Management) practices.
- 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 2019-2020 academic year in a graduate program to be eligible for this position.

Position starts on July 1, 2019 and runs until June 1, 2020 or graduation, and covers 17 hours a week at $35 an hour. Candidates may start earlier in 2019 if available.

To apply, please send cover letter and resume to Patrice Lawless, Senior Instructional Designer, Learning Technologies and Instructional Design Services, at plawless@hbs.edu.