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. Applicants with diverse backgrounds, experiences, ability 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
The position starts on or after June 1, 2019. 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 and are eligible for up to $3,000 in tuition remission. 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 Francesca Minonne: francesca.minonne@bc.edu. Applications will be accepted until the position is filled. The CTE will begin reviewing applications April 22, 2019.