Instructional Technologist

Approval Date:
Reports To: Instructional Designer
Approved By: Executive Dean & CEO
FLSA Status: Exempt

The Foundation for Advanced Education in the Sciences (FAES), Inc., is an entrepreneurial non-profit organization, located at the National Institutes of Health in Bethesda, Maryland, which conducts advanced educational programs and activities to promote the productivity and attractiveness of professional life on the NIH campuses. FAES programs complement the work of NIH in accomplishing its mission of research and training in the biomedical sciences and FAES seeks to continue to create and sustain cutting-edge programming in all operational areas. We provide full-service event and conference management services as well as limited housing for members of the NIH community and affiliated organizations.

Position Description: This role provides administrative, technical, and production support to faculty and the teaching and learning team. The Instructional Technologist is a subject matter expert (SME) in the application, support, and implementation of various approaches and strategies for incorporating instructional technology for diverse audiences across multiple academic programs. The Instructional Technologist works to support the teaching and learning team in all administrative capacities. The position supports faculty in the building and producing of online and technology-enhanced courses, workshops, and learning materials by selecting appropriate media and presentation tools for delivery. The role is responsible for developing and delivering technical training to faculty in the use of teaching and learning technologies. Work results have a direct and highly visible impact on the quality of instruction, services, and public image of FAES.

Administrative Responsibilities:

- Assist with the administration of the Learning Management System (LMS), to include:
    - Production of online courses in the LMS
    - Importing students into the LMS
    - Creating and maintaining faculty accounts in the LMS
    - Developing, and maintaining an archival schedule for courses and users in the LMS
    - Facilitating the integration of APIs such as VoiceThread, Panapto, and Zoom, etc.
- Oversee evaluation process for all Academic Programs initiatives.
    - Organize and communicate evaluation data on Academic Programs initiatives.
- Implement creation and delivery of certificates and badges.
- Assist with updates and maintenance of instructional web pages.
- Perform administrative tasks associated with course implementation and other processes, to include:
    - Assist Academic Programs team in ensuring courses are ready for publishing and release to students.
    - Create course shells and templates for workshop and course design and development.
- Practice good time management skills in working on multiple projects.
- Assist Academic Programs team in maintaining consistency in a constantly changing environment

- Handle multiple initiatives with excellent time management and prioritization skills.
- Participate in department and organization wide projects and committees.
- Other duties as assigned.

Training Responsibilities:

- Assist faculty with options for presenting instructional materials or presentations.
- Assist faculty and staff with learning, troubleshooting, and integrating instructional technologies into courses and workshops.
- Provide information and assist faculty and staff with using equipment and software.

Technology Responsibilities:

- Identify, research, pilot, evaluate, and where appropriate, implement new educational technologies.
- Research new instructional technologies for viability, advise management on equipment and training needs, and make recommendations to department and organization regarding software/IT purchases.
- Conduct analyses of processes and systems to make recommendations and implement successful improvements that are in the strategic interest of the department and organization.
- Provide professional guidance to faculty in designing, producing, and maintaining instructional web pages for the most effective delivery of course materials.
- Maintain up to date technology skills by attending training on new equipment and learning new/modified procedures and software.

Qualifications:
- Bachelor's degree with 2-4 years relevant experience
- Excellent problem-solving skills, attention to detail, and the ability to effectively multi-task
- Outstanding communications skills with strong interpersonal, written, and verbal skills
- Strong time management and prioritization, planning, and organizational skills
- Ability to effectively communicate with staff, students, and faculty
- Solid proficiency in MS Office (Word, Excel, PowerPoint, etc.)
- Knowledge of applying accessibility requirements to online courses
- Graphic design experience preferred
- Must be able to pass a NIH background check to be employed at FAES
- Master's degree with 1-2 years relevant experience, preferred

Physical Activity Requirements: Must possess mobility to work in an office setting and to use standard office equipment, including a computer, stamina to maintain attention to detail despite interruptions, strength to lift and carry boxes weighing up to twenty-five (25) pounds, and be seated for extended periods.