

Job Description

Job Title: Instructional Technologist, Berkeley Law (7343U) #19062

Job ID: 19062

Department: Law

Full-Time, Temporary

About Berkeley

The University of California, Berkeley, is one of the world's most iconic teaching and research institutions. Since 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual, economic and social value in California, the United States and the world. Berkeley's culture of openness, freedom and acceptance—academic and artistic, political and cultural—make it a very special place for students, faculty and staff.

Berkeley is committed to hiring and developing staff who want to work in a high performing culture that supports the outstanding work of our faculty and students. In deciding whether to apply for a staff position at Berkeley, candidates are strongly encouraged to consider the alignment of the Berkeley Workplace Culture with their potential for success at <http://jobs.berkeley.edu/why-berkeley.html>.

Application Review Date

The First Review Date for this job is: January 2, 2014.

Departmental Overview

UC Berkeley School of Law (Boalt Hall) is one of the nation's great centers for legal education, ever exploring and pushing new intellectual boundaries while tackling urgent, real-world issues. Berkeley Law is also known for its vibrant and engaged community of students and scholars who are committed to providing leadership and making a difference on problems of local, national, and global import.

As a department of Information Services and Technology, Berkeley Law, the Instructional Technology team focuses on providing services, training and consultations to faculty in the use of pedagogically-sound technology tools. These tools range from presentation tools (like PowerPoint), to in-class technologies (like iClickers), to web-based tools (such as learning management systems), as well as providing training to staff in web editing and administrative technology tools, such as classroom seating charts. The team also provides technical and production support to our online education initiative.

The Instructional Technologist plans, coordinates and administers programs, processes, facilities and technical systems in support of teaching, learning, research, communications and administrative purposes.

Responsibilities

25% Provides consultative advice to faculty and other presenters on technical, multimedia and audio-visual presentation methods, techniques and equipment in order to enhance the quality of the presentation. Advises users on technical options. Interviews and assesses faculty requirements for instructional technology and advises on appropriate technology to meet specific instructional activities. Promotes the use of classroom and online technology to the faculty and staff.

20% Assumes a lead role or a consultative role in the development of IT training materials and the training of faculty and staff in various IT systems and tools. May develop user documentation, process improvements, or system design requirements. Develops or escalates training as needed based on consultation with users and understanding of technology, with particular focus on supporting the campus learning management system (LMS). Maintain Instructional Technology website, posting and refreshing informational/educational content as needed.

15% Works with a wide variety of web, multimedia and audio-visual technologies, networks and computer hardware and software, applying the appropriate solution to non-standard problems. Works closely with Instructional Designers, Media Services team, Help Desk staff (as needed), and Manager of Instructional Technology in the course of identifying and assessing possible solutions. Applies project management concepts in combination with law school and campus policies and procedures in support of various instructional technology operations and projects. Analyzes and interprets intellectual property (IP) policy and law and ensures that media meet IP requirements.

15% Serves as a key member of the online education design team, serving as technical and production support, as well as a contributor to overall strategy and planning.

15% Contributes as videographer and video editor in support of our online education initiative, as well as other projects as needed. Works in collaboration with the Instructional Design team, and/or the Media Services team, providing video and multimedia production support as needed.

5% May coordinate special programs and projects in AV or instructional technology field, such as webcasting, videoconferencing, podcasting, video production, or teaching with technology.

5% Keeps abreast of latest developments in the field, and takes the lead in suggesting new strategic investments in instructional technology. Works with Manager of Instructional Technology to pilot and implement new technologies and processes.

Required Qualifications

- Thorough understanding of video and audio production methods and equipment and ability to use this information to troubleshoot the most complex systems.
- Ability to quickly learn new tools and technologies, and adapt to an evolving field. Must be not only adept but enthusiastic about learning new technologies and new skills.
- Professional experience with instructional technology, and experience in an academic environment.

- Knowledge of intellectual property (IP) restrictions and ensures that media meet IP requirements.
- Ability to assess Law School needs for AV IT technology products and design services to meet those needs.
- Thorough understanding of post-production processes including internet-based media distribution solutions.
- Strong interpersonal and communication skills in order to work with both technical and non-technical personnel at all levels in the organization.
- Thorough customer service and consultative skills to identify and implement required technology solutions.
- Knowledge of computer, audio, video, and networking technology.
- Thorough knowledge of non-linear editing applications, preferably Final Cut Pro
- Experience with web technologies, such as blogging, wikis, podcasting, social media, etc.
- Proficiency with presentation software, such as PowerPoint and/or Keynote.
- Ability to successfully complete a criminal background check required.

Preferred Qualifications

- Additional experience with other pedagogical applications preferred.

Salary & Benefits

The hiring salary range is \$22.80/hr - \$34.48/hr.

For information on the comprehensive benefits package offered by the University visit:
<http://ucnet.universityofcalifornia.edu/compensation-and-benefits/index.html>

How to Apply

Please submit your cover letter and resume as a single attachment when applying.

Other Information

This is a full-time, non-exempt contract position for 12 months, with possibility of renewal.

Criminal Background Check

This position has been designated as sensitive and may require a Criminal Background Check. We reserve the right to make employment contingent upon successful completion of a Criminal Background Check.

Equal Employment Opportunity

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or protected veteran status. For the complete University of California nondiscrimination and affirmative action policy see:

<http://policy.ucop.edu/doc/4000376/NondiscrimAffirmAct>

If you'd like more information about your EEO rights as an applicant under the law, please see:

http://www1.eeoc.gov/employers/upload/eeoc_self_print_poster.pdf

Clery Disclosure

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act require that crime statistics and other safety information for colleges and universities receiving Title IV funds be made available to applicants upon request. University of California, Berkeley's Annual Security Report includes statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus buildings owned or controlled by the University, and on public property within or immediately adjacent to and accessible from the campus. The report also includes institutional policies concerning campus security, such as those concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other matters. You may obtain this information for the UC campus to which you are applying by accessing the website at <http://police.berkeley.edu/safetycounts/index.html>.

A printed copy of the report may be obtained by writing to UCPD, Room 1, Sproul Hall, Berkeley, CA 94720.