

University of Nebraska System Office

Job Description

General Information

Working Job Title: Director, Academic Technologies	Job Family Senior	Job Code: 49304311
Position Number: 6877	Department Name: Information Technology Services	SAP Organization Unit Number: 50010181
Employee's Name: T.B.A.	Date of Last Update:	Title of Supervisor: Associate Vice President
SAP Personnel #: T.B.A.	Last Updated By:	Name of Supervisor: Heath Tuttle

Position Summary

Responsible for directing all aspects of Academic Technologies for the University of Nebraska–Lincoln, reporting areas include, but not limited to Learning Spaces, Learning Technologies, Open Educational Resources, Digital Learning Center, and faculty support. Ensuring continuous availability of services to meet university service level agreements in a 24x7 operation. Recruiting, selecting, and developing staff to deliver services. Strategically organizing financial and people resources to meet objectives.

Interacting across IT and functional areas to understand requirements and opportunities for enhancing services. Regularly leveraging communications skills in interpersonal, public speaking, email, and written correspondence. , particularly with individual and groups of faculty. Managing and developing vendor relationships, including the facilitation of formal request for proposal, quote, and inquiries. Initiate and lead projects, with or without professional project management support. Align and develop reporting managers to achieve strategic goals and operational excellence.

In collaboration and partnership with the campus CIO and UNL Academic Affairs, provide technology solutions that assist in meeting campus and University goals.

This position will uphold the ITS core principles of outstanding collaboration and communication, a drive to succeed, a passion for higher learning, and acting with integrity to provide direct support.

Duties & Responsibilities

Indicate % of time spent and indicate with an “*” the duties & responsibilities that are essential functions of this job. Arrange this list of duties in order of importance.	% of Time	Essential Functions
Provide strategic leadership to team of direct and indirect reports and foster an environment of stable services, creativity and innovation, and dynamic growth to support the expanding needs of the university; evangelize new technologies, approaches, and models to inspire team to achieve success. Work in conjunction with Academic Affairs to facilitate improved teaching and learning technologies, processes, and outcomes. Provide leadership and coordination for the ITS Academic Technologies Community of Practice and collaborate on learning analytics initiatives.	50%	*
Strategically organize resources to deliver on team, department, and university commitments, communicate team vision and goals, evaluate and improve business processes and systems, implement procedures and controls to maximize operational efficiency, initiate, monitor, and manage projects, and coordinate efforts with other divisional and departmental leadership.	20%	*
Collaborate with ITS leadership team to manage financial and budget activities, including service center, state, and technology fee funding sources. Monitor health of operation and review performance data on productivity and progress.	15%	
Manage and maintain staffing requirements for team, recruit, select, onboard, and train new staff, provide direct supervision to reporting staff and indirect reports, set employee goals and objectives, develop staff to maximize potential, and manage staff performance; including performance reviews.	10%	
Other duties as assigned.	5%	
<i>The above list of job duties is not exclusive, and the incumbent will be required to undertake such tasks as may reasonably be expected within the scope and classification of the position.</i>		

Zone Definition Factors

Nature/Complexity of Work

Works in coordination with Academic affairs to facilitate improved teaching and learning technologies, process, and outcomes. Leads and represents ITS interests in complex cultural and technical environments.

Problem Solving/Decision-making

Regularly displays independent problems solving with complex issues related to the use of technology for teaching and learning.

Strategic Impact

This position will be involved in developing the direction for academic technologies and learning spaces at UNL and across the NU system. Through interaction and collaboration with the UNL community and other institutions, this position will be instrumental in the evolution and sustainability of UNL's academic technologies and analytics.

Know How

Strong familiarity with the practical application of technology in the teaching and learning process. Excellent communication and education skills. Ability to engage with and manage a wide variety of high priority projects simultaneously. Demonstrated ability to develop and sustain partnerships. Under the direction of and in partnership with the NU Security team, implement and maintain security strategies, policies, and standards to protect University assets. Responsible for actively researching and reviewing security practices to make recommendations based on institutional risk and operational impact.

Technical Know How

Demonstrated knowledge of learning management systems and related products.

Interactions

Daily interaction with Administration, Faculty, Staff, Students, Co-workers and Vendors.

Leadership

Provides strategic leadership to team of direct and indirect reports. Serves on numerous campus leadership committees and task forces, focusing on improving teaching and learning at UNL.

Nature of Supervision

Supervision Over: ☒ Reg Staff ☐ Temp Staff ☐ Students ☐ No Supervision

Supervision Received: ☐ Close ☐ Moderate ☒ Limited ☐ None

Qualifications & Attributes

Required Qualifications

The ideal candidate holds a Bachelor's degree in Education or relevant field, possesses demonstrated leadership skills, strong interpersonal and communication skills, the ability to engage and manage a variety of high priority projects simultaneously, experience coordinating working teams across organizational boundaries, and experience working in higher education.

Preferred Qualifications

The preferred qualifications include a Master's degree, demonstrated proactive engagement and outreach with stakeholders, demonstrated budget development experience, experience supporting faculty, and higher education teaching experience.

Equivalent combination of education, experience, that provides the required knowledge, skills, and abilities may be considered.

Physical Requirements

General Information: Occasional work outside of normal business hours. Occasional travel throughout the state of Nebraska is required. Responsible for implementing and maintaining cybersecurity controls and complying with cybersecurity standards. Possession and use of a personal cell phone and plan for business purposes, including on-call responsibilities, is a condition of employment. Long hours of computer work may cause neck/back strain.

Physical Requirements

Indicate the appropriate response for an eight hour day:

	Fill in the appropriate number of hours (0-8) Maximum is 8	Indicate intermittent or constant: Intermittent	Constant
Sit	6	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Stand	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Walk	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Drive a Motor Vehicle (Explain):			

THIS JOB REQUIRES EMPLOYEE TO:

	Occasionally (less than 2 hrs / day)	Between 2-4 hrs / day	Over 5 hrs / day
Squatting.....	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bending.....	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneeling.....	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
> Overhead.....	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
> Forward.....	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
> Low.....	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Twisting.....	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crawling.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
> Ladder.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
> Stairs.....	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
> Other.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

THIS JOB REQUIRES EMPLOYEE TO:

Indicate in appropriate space: L = LIFT C = CARRY P = PUSH PL = PULL

	Less than 2 hrs / day	Up to 2 hrs / day	Between 2-5 hrs / day	Over 5 hrs / day
	<u>L</u> <u>C</u> <u>P</u> <u>PL</u>	<u>L</u> <u>C</u> <u>P</u> <u>PL</u>	<u>L</u> <u>C</u> <u>P</u> <u>PL</u>	<u>L</u> <u>C</u> <u>P</u> <u>PL</u>
11 – 24 lbs	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
25 – 49 lbs	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
50 – 74 lbs	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

If the job requires the employee to handle over 75 lbs – please explain.

POSITION REQUIRES USE OF HANDS OR SPECIAL TOOLS/EQUIPMENT FOR:

	RIGHT	LEFT	BOTH X
Keyboarding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Filing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Explain:	Operation of a standard office and computer equipment.		

THIS POSITION:

☒ REQUIRES ATTENDANCE AT THE WORKPLACE

or

☐ IS ELIGIBLE FOR ALTERNATIVE WORKSITE ARRANGEMENT

And is considered:

☐ ESSENTIAL (per inclement weather policy, essential employees are expected to report to and work at their assigned campus worksite)

or

☒ NON-ESSENTIAL (__ able to work from home when the office closes for inclement weather)

Knowledge Skills and Abilities:

_____ Requires the ability to understand and apply basic job skills, knowledge of several work routines and the ability to apply such routines with minimal interpretation. May possess knowledge of other, related work activities within own functional area. May require the operation of routine equipment/tools. [1]

_____ Requires the ability to understand, interpret, apply and communicate information within a specialization and the ability to apply limited analysis in the completion of general functional procedures. May possess knowledge of work activities outside functional area. May require the operation of moderately complex equipment/tools. [2]

_____ Requires the ability to utilize advanced information within a specialization. Within specialization, possesses the ability to assess/ analyze situations and make adjustments to achieve desired objectives. Possesses knowledge of work activities outside functional area. May require the operation of complex equipment/tools. [3A]

_____ Requires the ability to apply, integrate and communicate extensive theoretical information within a recognized professional field. Facilitates and/ or establishes the achievement of functional area objectives. Requires knowledge of all related functional areas. May require the operation of highly complex equipment/tools. [3B]

 X Integrates extensive theories and techniques within related or diverse disciplines to achieve results and/ or establish overall strategic directions. Requires wide-ranging administrative and/or specialized knowledge. May require the operation of highly complex equipment/tools. [4]

Problem Solving/Decision-making:

_____ Decisions/problem resolutions are repetitive and simple and typically guided by standard operating policies and procedures/practices exist. Tasks are clear and specific to a single discipline. [1]

_____ Decisions/problem resolutions require gathering/reviewing information from several sources. Simple analysis of facts determines course of action to be taken within the limits of standard operating policies and procedures/practices. Tasks are varied and may cross several disciplines. [2A]

_____ Decisions/problem resolutions require interpretation, discretion and judgment based on precedent or standard operating policies and procedures. Tasks are diversified and may require some creativity in dealing with unprecedented activities. [2B]

_____ Decisions/problem resolutions require synthesis/analysis in the use of theories and accepted principles. Programs/projects are governed by broad objectives, policies and/or theories. Requires the use of creativity in dealing with unprecedented activities. [3]

 X Decisions/problem resolutions require analysis and evaluation of major issues and courses of action impacting the overall direction of the functional area(s). Applies broad concepts and experience in making important decisions. May develop recommendations influencing long-term policies related to major organizational plans. [4]

Interactions:

_____ Regular contact involves receiving and/or referring inquiries as well as giving or obtaining routine information relating to work being done. Requires the use of common business courtesy. [1]

_____ Regular contact that involves giving or obtaining information as well as occasionally exchanging advice and opinions. Requires the use of common business courtesy, tact, discretion and some persuasion to maintain cooperative associations. [2]

_____ Regular contact that involves exchanging advice and opinions as well as occasionally conveying conceptual ideas of a critical and/or long-range nature. Requires the use of judgment, timing, and persuasion to gain cooperation in the face of differences of opinion or controversy. [3]

 X Regular contact with major Programs/Teams or individuals. Overriding job requirement involves conveying conceptual ideas regarding matters of critical and long-range nature. Significant requirement for diplomacy, timing, and persuasion to gain concurrence or cooperation on operational issues in the face of significant differences of opinion or controversy. [4]

Supervision Received:

_____ Supervised by procedures or by supervisor through periodic monitoring of progress and performance. May have latitude to determine sequence of own work tasks to meet clearly established schedules. [1]

_____ Supervision by procedures or by supervisor through periodic monitoring of progress and performance. Determines sequence of own work tasks to meet established objectives. [2A]

_____ General direction by supervisor by checking on completed tasks. Establishes own work schedule to achieve program objectives. Makes recommendations to superior regarding efficient functioning of program. [2B]

_____ Responsible for conducting specialized assignments or developing programs under only general direction and guidance. [3]

 X Extensive latitude to work independently in matters that have a broad effect on overall policies, programs and/or areas of specialization. [4]

Supervision Exercised:

_____ May provide incidental guidance to others. [1]

_____ Provides functional supervision that is usually limited to assigning/reviewing work or may serve as work team leader. [2A]

_____ Serves as work team leader. Distributes, schedules, and monitors the progress or work tasks of the program or project. May be involved in the recommendation of personnel actions to manager. [2B]

_____ Supervises the work of a project or program that may include hiring, discipline, transfers, promotions, or salary changes within a functional area. May integrate work of two or more programs or one major function/or project. [3]

 X Establishes performance standards for designated programs and/or areas of specialization. Directs staff to include hiring, discipline, transfers, promotions, and salary changes. [4]

Impact:

_____ Actions and decisions in this job are limited to the scope of the job, which primarily affect the immediate work group, but occasionally may extend beyond the immediate work group. Errors reflect unfavorably on the individual and may have an adverse impact on the functional area. [1]

_____ Actions and decisions in this job have an impact which affects the immediate work group and also extends beyond the immediate functional area. Errors reflect unfavorably on the individual and the functional area. [2]

_____ Actions and decisions in this job have discernible impact to the short-term performance of the Program/Team and exerts some impact to its long-term success. Errors reflect unfavorably on the individual, the functional area, overall business operations and potentially other functional areas. [3A]

_____ Actions and decisions in this job have significant impact to the short-term performance of the Program/Team and exert an impact to its long-term success. The job exerts a considerable impact on decisions and final results typically affecting either an entire functional area or a major university activity; and may have unique accountability for financial and program or project objectives. Errors effect business operations, services and other individuals which may require special interventions to correct. [3B]

 X Actions and decisions in this job exert broad and continuing impact on the future of one or more functional areas. The job exerts a major impact on decisions and final results affecting a major university activity; and/or has accountability for financial and program/project objectives and overall successes. Errors significantly interrupt business operations, services and potentially both internal and external constituents. [4]

Summary:	Job Family Zone Assignment=	
Authorization:	Name:	Date:
Human Resources	Sheryl Gartner	
Supervisor:		
Administrator:		