

## Job Description

**Please check one of the following:**

- New  
  Update  
  Advancement within same zone  
  Promotion to Higher Zone  
 Other

### 1. General Information

Date: 8/14/2019	Working Job Title: Director, Academic Technologies	Position #: 6877
Employee Name: T.B.A.	Title Code: 49304311	Department Name: Information Technology Services
SAP Personnel #: T.B.A.	Job Family: IT	SAP Organization Unit #: 50010181
Name of Supervisor: Heath Tuttle	Job Family Zone: Senior	<input type="checkbox"/> O/S <input checked="" type="checkbox"/> M/P
Position # of Supervisor: 9603	Zone Code: IT30S	Funding Source: 9229110010 (87%) / 9229110013 (13%)
<b>FOR HR USE ONLY:</b>		
FLSA Overtime Exemption: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt	Exemption Type:	

### 2. Job Summary

Incumbent is 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.

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.

### 3. Duties and 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 to foster an environment for 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. Work collaboratively with ITS and academic leadership to expand the scope of learning analytics	<b>50%</b>	*
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.	<b>20%</b>	*
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.	<b>15%</b>	
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.	<b>10%</b>	
Other duties as assigned.	<b>5%</b>	
<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>		

**4. Zone Definition Factors** (Provide additional information not contained in the Duties & Responsibilities)

**A. Knowledge, skills and abilities**

Strong familiarity with the practical application of technology in the teaching and learning process. Excellent communication and education skills. Demonstrated knowledge of learning management systems and related products. Ability to engage with and manage a wide variety of high priority projects simultaneously. Demonstrated ability to develop and sustain partnerships. Employee is on-call - - this responsibility may require the necessity to work outside of regular business hours.

**B. Problem Solving / Decision Making**

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

**C. Interactions**

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

**D. Nature of Supervision**

Supervision Over:  Reg Staff       Temp Staff/Students       No Supervision  
 Supervision Received:  Close       Moderate       Limited/None

**E. Impact**

This position will be involved in developing the direction for academic technologies and analytics at UNL. 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.

**5. Minimum Qualifications** (indicate "required" and "preferred" for each qualification)

**A. LEVEL OF EDUCATION:**

Bachelor's degree in Education, Public Administration, MIS, or relevant field; equivalency considered  
 Master's degree preferred.

**B. YEARS & TYPE OF EXPERIENCE:**

5 years of experience teaching/training with or supporting common academic technology platforms; required

**C. SPECIAL TRAINING / CERTIFICATION / LICENSURE:**

**D. SPECIAL KNOWLEDGE, SKILLS OR ABILITIES:**

Demonstrated leadership skills; required  
 Strong interpersonal and communication skills; required  
 Demonstrated proactive engagement and outreach with stakeholders; required  
 Ability to engage with and manage a variety of high priority projects simultaneously; required  
 Experience collaborating and coordinating working teams across organizational boundaries; required  
 Experience working in higher education; required  
 Demonstrated budget development experience; preferred  
 Experience in support of faculty; preferred  
 Higher education teaching experience; preferred

## 6. Physical Requirements

### 1. GENERAL INFORMATION

A. Describe the work environment and physical demands (i.e. environmental elements, travel, irregular hours, hazardous/unpleasant working conditions, etc):

Long hours of computer work may cause neck/back strain. Work outside normal business hours may be necessary.

### 2. GENERAL 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	1.5	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Walk	.5	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Drive Motor Vehicle		<input type="checkbox"/>	<input type="checkbox"/>

Explain:

### 3. THIS JOB REQUIRES:

	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 checked="" 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 checked="" 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"/>

### 4. THIS JOB REQUIRED 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			
	L	C	P	PL	L	C	P	PL	L	C	P	PL	L	C	P	PL
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"/>
75 – 100 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"/>
* Over 110 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 50 lbs – please explain.

**5. JOB REQUIRED USE OF HANDS OR SPECIAL TOOLS / EQUIPMENT FOR:**

	RIGHT	LEFT	BOTH
Keyboarding	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Pipefitting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Explain:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**6. PATIENT CARE AND RESEARCH JOB**

<b>Does this job entail:</b>	<b>No</b>	<b>If Yes, Explain</b>
Exposure to biohazard materials	<input type="checkbox"/>	<input type="text"/>
Exposure to blood/bodily fluids	<input type="checkbox"/>	<input type="text"/>
Potential exposure to blood/bodily fluids	<input type="checkbox"/>	<input type="text"/>
Wearing hearing protection apparatus	<input type="checkbox"/>	<input type="text"/>
Working with laboratory animals	<input type="checkbox"/>	<input type="text"/>
Exposure to chemical hazards	<input type="checkbox"/>	<input type="text"/>
Wearing protective clothing	<input type="checkbox"/>	<input type="text"/>