



Innovation Project Consultant

Job Order 601723
July 18, 2017

Department: Learning Solutions
FLSA Status: Exempt
Salary Grade: C

Reports To: Manager, Learning Innovations & Development
Amount of Travel Required: 4 days/month
Positions Supervised: None

LOCATION: Green Bay campus

STANDARD HOURS: Monday-Friday 8:00am-5:00pm, flexibility required to work other evening or weekend hours as necessary.

MINIMUM STARTING SALARY*: \$60,449 per year

**Current benefit eligible employees will be placed within the pay range based on their current rate/range.*

Required online application available on website: www.nwtc.edu/jobs

Location: Northeast Wisconsin Technical College, Human Resources, 2740 West Mason Street, Green Bay, WI 54307-9042. All postings are considered current and available until removed from the website.

Northeast Wisconsin Technical College is committed to promoting a learning environment where employees and students of differing perspectives and cultural backgrounds pursue career and academic goals embraced in an environment of respect and shared inquiry.

The College is seeking to attract ethnically diverse instructors and staff who can inspire our increasingly diverse student population.

POSITION SUMMARY

Research, develop and implement strategies to enhance student success and academic programming through technology. Work collaboratively with internal / external staff and faculty to identify technologies and develop multimedia elements for use in a variety of delivery modes. Maintain knowledge of current trends in hardware / software technologies and identify opportunities for pilot projects. Serve as a member of college-wide committees and project groups related to innovation, distance education delivery, and other areas of expertise.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the functions identified in the job description.

Essential Functions Statement(s)

- Partner with Learning, Information & Instructional Technology, and Talent Development departments to plan, execute, and evaluate pilot projects for promising instructional / learning technologies. Report evidence of impact (ROI) of learning innovation pilot projects on student engagement, success, and persistence.
- Research, identify, evaluate, recommend and partner with other NWTC departments to implement emerging technologies related to the delivery of learning materials to support student engagement, access, persistence, and success. Advise internal departments / committees about enhancement and usage opportunities to achieve instructional / learning goals.
- Consult with internal / external customers to identify, evaluate and plan for educational use of new hardware / software tools, and to find ways to use instructional technologies to achieve teaching/learning goals.

- Collaborate with clients to develop interactive multimedia elements (e.g., learning objects, animations, simulations, web pages, mobile apps) that enhance teaching / learning.
- Advise the College Innovations Advisory Team regarding instructional / learning technologies; lead related projects/sub-teams as needed.
- Stay current with new trends in instructional technology and media development through literature and networking with other technology professionals.
- Assess internal / external customer needs and advocate for resources/services; partner with other Colleges / Universities and vendors as needed.
- Serve as back up to Learning Management System administrator; serve as liaison to help maintain all communications related to system support and administration.

POSITION QUALIFICATIONS

Competency Statement(s)

- Values - Demonstrate behaviors and action that support the College's values - Customer Focus, Everyone Has Worth, Passion and Inspiration, Collaboration, Emotional Intelligence, Results and Accountability, Valuing Talent and Well Being, and Ethics.
- Student Success – Demonstrate behaviors and actions that support student recruitment, retention, and student success initiatives.
- Diversity Oriented - Ability to work effectively with people regardless of their age, gender, race, ethnicity, religion, or job type.
- Active Listening - Ability to actively attend to, convey, and understand the comments and questions of others.
- Analytical Skills - Ability to use thinking and reasoning to solve a problem.
- Autonomy - Ability to work independently with minimal supervision.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Communication, Written - Ability to communicate in writing clearly and concisely.
- Interpersonal - Ability to get along well with a variety of personalities and individuals.
- Research Skills - Ability to design and conduct a systematic, objective, and critical investigation.
- Technical Aptitude - Ability to comprehend complex technical topics and specialized information.
- Time Management - Ability to utilize the available time to organize and complete work within given deadlines.

SKILLS & ABILITIES

Education: Associate Degree is required (Bachelor's Degree preferred) with preference for a technology related field (information technology / computer science / graphic design).

Experience: Minimum three (3) years related experience working in a team-based environment; strong consultation, research, and project management skills. Knowledge of emerging and instructional technologies.

**An equivalent combination of education and experience may be considered*

Computer Skills

Experience with emerging technologies (Augmented / Virtual Reality, OER, IoT, 3D Printing). Familiarity with web design / programming (HTML, CSS, Javascript client-side [ember, angular, backbone],). Experience with PHP / Python / Ruby and animation / interactivity software (e.g. Adobe Creative Suite). Experience with Learning Management Systems (Blackboard Learn preferred), Web Conferencing tools (Blackboard Collaborate preferred), Media Recording/presentation tools, Streaming Media Delivery, Social Media, and other learning technologies. Aptitude to quickly learn new technologies.

Other Requirements

Familiarity with user interface design principles, web page and mobile device content design, creation, and distribution.

PHYSICAL DEMANDS

Physical Demands

Lift/Carry

Stand	O (Occasionally)	10 lbs or less	O (Occasionally)
Walk	O (Occasionally)	11-20 lbs	N (Not Applicable)
Sit	C (Constantly)	21-50 lbs	N (Not Applicable)
Handling / Fingering	F (Frequently)	51-100 lbs	N (Not Applicable)
Reach Outward	O (Occasionally)	Over 100 lbs	N (Not Applicable)
Reach Above Shoulder	O (Occasionally)	Push/Pull	
Climb	N (Not Applicable)	12 lbs or less	O (Occasionally)
Crawl	N (Not Applicable)	13-25 lbs	N (Not Applicable)
Squat or Kneel	N (Not Applicable)	26-40 lbs	N (Not Applicable)
Bend	O (Occasionally)	41-100 lbs	N (Not Applicable)

- N (Not Applicable)** Activity is not applicable to this occupation.
- O (Occasionally)** Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
- F (Frequently)** Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
- C (Constantly)** Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

The College has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the College reserves the right to change this job description and/or assign tasks for the employee to perform, as the College may deem appropriate.

NWTC does not discriminate on the basis of age, race, color, disability, sex, gender, sexual orientation, gender identity, national origin or other protected classes.