Position Vacancy Announcement  
Florida A&M University  
Tallahassee, FL 32307

TITLE: Assistant Vice President, Instructional Media  
POSITION NUMBER: 18865 (Faculty Administrator)  
LOCATION: Academic Affairs  
SALARY: Negotiable  
FTE: 1.00  
CONTRACT PERIOD: 12 Months  
DEADLINE DATE: 04/15/08

MINIMUM QUALIFICATIONS: The ideal candidate will have an earned Master’s degree and six years of Instructional Technology; or a bachelor’s degree and eight years of combined administrative experience in Instructional Technology. **PREFER:** Preference will be given to the candidate with the ability to lead and manage a staff; possess proficient team leadership skills; goal setting, evaluating, coaching, guiding, mentoring and rewarding employees; ability to build positive relationships with senior leaders, managers, employees, and other external persons.

PURPOSE: Plan, manage and implement the effective application of instructional technology in teaching and learning which includes recommendations and strategic initiatives on building faculty awareness of current technology applications and supporting faculty and student use of current and emerging applications. Align instructional technology strategies, distance education and faculty development initiatives to the university’s strategic plan and goals of the Academic Affairs division. Provide vision and leadership for the planning, budgeting, development, implementation and assessment of instructional technology in support of classroom instruction and student learning. Individual serves as the chair of the campus-wide technology committee and as a catalyst for the integration of technology into the curriculum, instructional and management practices throughout the campus.

CORE RESPONSIBILITIES:

- Plan and implement instructional technology initiatives; develop assessment tools for measuring effectiveness of instructional technology in teaching and learning. In collaboration with the Office of Information Technology, create an environment for faculty exploration and experimentation with instructional technology and maintain a classroom renovation plan for technology-enabled spaces.
Develop and manage a five year strategic plan for the implementation and evaluation of instructional technology. Plan will be reviewed annually and updated/revised as necessary.

Engage and assist the faculty, collectively and individually, in determining the appropriate balance of technology integration for effective instruction.

Implement a faculty mini-grant program for development of innovative curricula infused with technology and course redesign to integrate technology applications to enhance student learning outcomes; develop a set of basic academic technology tools for faculty. Clarify and publicize intellectual property rights for electronic media.

Develop and implement a robust faculty development program in collaboration with faculty, department chairs and deans.

Determine fiscal requirements and prepare budgetary recommendations.

Direct various personnel actions including, but not limited to, hiring, performance appraisals, promotions, and vacation schedules.

Each applicant should submit the following: (1) a letter of interest that clearly states the applicant’s qualifications for the position, (2) a current curriculum vitae, (3) the names, addresses, telephone numbers and e-mail addresses of three references, and (4) unofficial copies of graduate transcripts. Applications will be received until the position is filled and should be sent to:

C/O: Mrs. Carrie M. Gavin, Equal Opportunity Programs
Florida A&M University
Ardelia Court, Modular Unit #5
Tallahassee, FL 32307
(850) 599-3076