

**HEBREW UNION COLLEGE – JEWISH INSTITUTE OF RELIGION  
NATIONAL DEPARTMENT OF eLEARNING**

**JOB DESCRIPTION**

**Position:** Educational Technologist, Department of eLearning

**Status:** Exempt; full time

**Location:** HUC-JIR Los Angeles Campus  
(National office located on the Los Angeles campus)

**Supervisor:** Gregg Alpert, National Director of eLearning

**Revision Date:** November 29, 2010

***Description:***

The Educational Technologist has primary responsibility for the development of faculty projects on her/his local campus. S/he will also serve as a resource and trainer for any eLearning classroom/seminar facilities and related equipment for their campus. In addition, each Educational Technologist will participate in/coordinate aspects of national or multi-campus educational/academic projects (e.g., Sakai CLE, Continuing Alumni Education, Assessment/ePortfolio) as assigned by the National Director. As a member of a dynamic and creative professional team, the Educational Technologist has the opportunity and is expected to significantly contribute to Hebrew Union College – Jewish Institute of Religion’s continuing efforts in the expanding field of e-Learning, Distance Education and Educational Technology in Higher Education.

*The department’s mission is to enhance, expand, and extend all learning opportunities at HUC-JIR. This includes supporting and augmenting existing courses and professional training programs as well as helping to envision and create new eLearning courses and projects and as well as tools for our academic departments and national centers/institutes. Our efforts in continuing education and resource development help to expand and extend the resources and exposure of the College-Institute throughout the Reform Jewish community and beyond.*

HUC-JIR trains Rabbis, Cantors, Educators, and Communal Service Professionals, and conducts graduate and Ph.D. studies on three campuses in the United States and one in Israel. This is an educational department under the auspices and direction of the Vice-President for Academic Affairs and serves all four campuses with the National office located on the Los Angeles campus. The educational technologist will interact with College-Institute members – both locally and internationally – including faculty, administration and, on occasion, lay leadership.

***Primary Duties:***

**1. Faculty Project Development**

Partner and consult with faculty to develop appropriate uses of educational technology in their enhanced on-campus, hybrid and possible cross-campus courses. The educational technologist will actively assist faculty members in identifying opportunities, designing course materials and presentations, and evaluating their use.

S/he will also assist faculty with selection and/or creation and/or conversion of text, images, graphics, audio and video components into appropriate digital formats. S/he will direct the use of Sakai (HUC-JIR's CLE – Collaborative Learning Environment and Course Management System) on that campus. The Educational Technologist will provide training and support for Sakai, ePortfolios, the eLearning Classrooms and any related programs/activities/technologies for both students and faculty. Through individual efforts and collaboration with the department team, this position will actively keep abreast of developments in instructional design as well as e-learning and Web 2.0 technologies.

**2. eLearning/Cross-Campus Courses and Learning Modules**

Provide content, pedagogical, technical, and general support in developing and implementing cross-campus, online/distance education, and/or hybrid courses. This requires applying and adapting appropriate pedagogic strategies and techniques, and principles of instructional design into online and videoconference-based learning modules and/or course environments. The educational technologist will develop or coordinate the development of course materials when appropriate; will work with faculty or other content experts in research and actual course creation; and/or in adapting existing courses to these new learning environments. These responsibilities will be implemented on an ad-hoc, project by project basis and under the direct supervision of the department director.

**3. Project Manager – ePortfolios** (for Los Angeles position only)

Responsible for helping to develop and manage HUC-JIR's emerging ePortfolio program and the Department of eLearning's role in Narrative and Summative Student Assessment at the College-Institute. Based on the extended capability of the HUC Sakai CLE and OSP (Open Source Portfolio) tools, the Educational Technologist will help to conduct ePortfolio pilots, activate and administer appropriate ePortfolio tools, develop/adapt training materials and help in conducting faculty and student information and training sessions. S/he will also specifically assist in the development and management of electronic narrative assessment and participate in overall program evaluation. Lastly, the Educational Technologist will interface with faculty and student leaders and with our team of Student eLearning Specialists on each campus to gather feedback and help to achieve a team-based approach.

*In addition, this individual will:*

**4. Technical support to users** (on their respective campus)

Provide training and technical support for on-site educational technology equipment/eLearning classrooms and virtual support to users of eLearning Department projects (through [desupport@huc.edu](mailto:desupport@huc.edu)).

**5. Department Support and Supervision**

Consult and support to all eLearning Department projects, as needed. This may include doing research, developing content, and providing technical support. Also assist in helping department personnel with internal technical and software support. The New York based Educational Technologist will, in turn, be supported by the department and will meet weekly

with the Director, participate in regular staff and team meetings by video or online conference, and attend annual department retreats.

***Basic Requirements (must supply evidence of):***

- Must be a self-motivated, multi-tasker with excellent people skills (really)! Expected to manage projects and directly interface with faculty and other College-Institute personnel without direct supervision.
- Must be well organized and able to follow through and track both individual and project tasks. Candidate should be detail-oriented and have a strong commitment to quality control.
- Must be able to communicate clearly and effectively orally and in producing written materials for the web and/or print, for educational content and/or training, and for technical instructions.
- Should be adaptable, be able to handle varying workloads, and be creative!

***Technical Skills (must fill in online survey):***

- Must have excellent facility and comfort working in the PC environment, the Web, and in learning new software. Excellent technology skills required in newer versions of computer software including MS Office (Word and Excel) and Google Apps; HTML, website development and maintenance (e.g., Macromedia Studio MX/Dreamweaver, Flash); presentation and multimedia software (e.g., Acrobat, Powerpoint).
- Needs to enjoy learning and experimenting with new technologies (e.g., digital equipment, video/data projectors, Smartboards, video and webconferencing).
- A plus to have knowledge of basic programming, emerging language/coding such as XML (for Sakai); image and graphic manipulation/editing (Photoshop); as well as specialty areas such as video and/or audio editing.

***Educational Knowledge and Background:***

- Should be aware of both the potential and the limitations of using interactive electronic media in education, in order to ensure its appropriate use. Should have a sense of the ways in which different media can be combined, and how educational technology can, in general, be integrated with different teaching and presentation methods.
- Should preferably have a Master's degree in Jewish Education/Education, Educational Technology or Instructional Design. A minimum of a Master's Degree in a related field (e.g., Jewish Studies, computer science) or a Bachelor's degree plus at least 3-5 years of relevant experience is required.

***Judaic Knowledge/Skills:***

- At a minimum, the Educational Technologist is expected to have some facility with Hebrew and Jewish texts.
- A familiarity with the use of Jewish software (e.g., DavkaWriter) and ability to search and use texts database CD-ROMs (e.g., Bar-Ilan) is a plus.
- A previous background in traditional study and/or broad Jewish knowledge is preferred.

*Applicants should submit resumes and a cover letter (required) with references or letters of reference to Gregg Alpert, Director of eLearning at [desupport@huc.edu](mailto:desupport@huc.edu) (email inquiries only).*