One of the nation’s oldest, largest, and most reputable study abroad providers, IES Abroad is a growing Chicago-based, not-for-profit academic consortium that enrolls more than 5,000 students annually.

**Director of Educational Technology**

*Sep. 17, 2010 - Oct. 17, 2010*

**Location:** Chicago, IL

**Exempt/Non-Exempt:** Exempt

**Employment Type:** Full Time

**Department:** Academics

**Description:** The Director of Educational Technology is primarily responsible for designing and developing interactive and multimedia technology-driven course components and other support materials for a wide range of international faculty throughout the 35+ IES Abroad academic centers worldwide. The Director of Educational Technology consults with Program Deans, Center Directors, and IES Abroad faculty members and recommends specific instructional design solutions that help them fulfill the organization’s mission and to solve specific educational challenges.

The Director of Educational Technology remains informed and trained on new technologies and keeps the IES Abroad Academic Programs Department apprised of innovations in the field of educational technology.

**Duties:**

**Curriculum Design**

- Review broad curricular designs and strategic plans for each academic center in conjunction with the Program Dean responsible for that academic center and make recommendations on how to use a variety of educational technology products and platforms effectively to meet IES strategic goals and to fulfill the IES Abroad vision for educational technology.
- Design curricular plans that exploit educational technology to enhance the IES educational model as articulated in the IES MAP, IES language MAP, IES Holistic Learning and Development (3-D) project and other policy documents.
- Design and develop individual syllabi, lesson plans, teaching units, and course activities in collaboration with Deans, Center Directors, and international faculty members around the world.
- Work closely with the team to ensure effectiveness of teaching across 35+ IES Abroad Academic Centers worldwide.
- Assist in the development of evaluation tools to test the effectiveness of educational solutions delivered and make recommendations for improvements.
- Develop and maintain an online library of sample syllabi, teaching units, lesson plans, activities, templates and other course components that can be reused by IES Abroad faculty in a variety of educational contexts worldwide.
- Collaborate closely with faculty and others to produce quality instructional materials that support and enhance the student learning experience abroad.
- Recommend the most effective techniques or software to produce quality instructional materials that support and enhance the student learning experience abroad.
- Provide excellent customer service by meeting deadlines, assisting faculty with development of educational components and tools for measuring the effectiveness of the same.

**Training and Consultation**

- Design, develop, and maintain web-based training modules designed to help faculty exploit Moodle and other e-learning systems in their classrooms.
- Train faculty and staff worldwide on the design and development of e-learning course components and their integration into the classroom.
- Meet online with faculty members around the world individually and in groups to develop e-learning solutions tailored to specific faculty instructional needs.
- Provide technical expertise to faculty in the assessment and development of instructional technology plans that support teaching activities.
IES Abroad

- Develop small group workshops for faculty and staff, focusing on the academic and instructional uses of applications.

  Research and Development
- Participate in the on-going development of the IES Abroad vision for educational technology.
- Assist in the evaluation of relevant third-party content options, from publishers, vendors of off-the-shelf e-learning content and e-learning consultants.
  - Produce and deliver regular reports on emerging technologies and their potential use and impact on higher education environment.
- Design and implement a variety of research and testing models to evaluate the effectiveness of e-learning technologies for solving a variety of educational challenges.
- Continually refine and disseminate standards and best practices for course design and for development of instructional media.
- Develop an understanding of different cultural approaches to technology in the countries in which IES Abroad offers programs.
  - Stay apprised of IES Abroad innovations in cross cultural learning and incorporate them into updated learning modules.
- Stay apprised of the Academic Council and Curriculum Committee directives as they affect the educational technology vision.

  Special Projects
- Serve on company-wide committees and task forces as assigned.
- Assume responsibility for special projects as assigned.

  Professional Development
- Maintain technical proficiency across a range of e-learning platforms and remain apprised of instructional technology trends.

  Qualifications:
- Master’s degree in instructional technology, curriculum and instruction or a related field
- Proficiency with a wide range of educational technology platforms, especially Moodle, Web 2.0, and podcasting solutions
- Excellent communication and organizational skills
- Experience working with faculty from a wide range of academic and cultural backgrounds
- Hands-on experience with distance learning, classroom learning, community-based education, and other methods of educational delivery
- Hands-on experience developing web-based instructional modules
  - Ability to work well in a fast paced and team environment
  - Ability to juggle many assignments simultaneously is a must.
- Experience with assessment and measurement highly desired
  - Ability to travel and work overseas and domestically
- Experience conducting Webinars for instructional and training purposes
  - Strong writing skills

You can read full job descriptions and apply online at [http://IESabroad.iapplicants.com/searchjobs.php](http://IESabroad.iapplicants.com/searchjobs.php).

Learn more about IES Abroad at [https://www.IESabroad.org/IES/About_IES/aboutIES.html](https://www.IESabroad.org/IES/About_IES/aboutIES.html).