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Educational Technologist – Staff - California Northstate University, College of Dental Medicine, California, USA

POSITION TITLE: Educational Technologist, College of Dental Medicine

REPORTS TO: Associate Dean for Academic Affairs/Director for Curriculum Instruction and Assessment

EFFORT: 1.0 FTE, full time, exempt, \$45,000/yr

CLOSING DATE: Open until filled

SUMMARY: The California Northstate College of Dental Medicine is seeking an Educational Technologist to assist the Associate Dean for Academic Affairs in developing and managing educational assessments. This position will report to the Director for Curriculum Instruction and Assessment (DCIA), and will develop systems in Examsoft, aXium, eValue and Canvas as well as additional programs, to support the learners, the curriculum, the curriculum improvement program as well as the standardization of faculty. It is critical that the successful hire collaborate and interact positively with staff, students and faculty.

Responsibilities:

Core duties and responsibilities include the following. Other duties may be assigned.

- Complete and maintain FERPA and HIPAA training, and work with the intent to avoid information breach. Additional training will be assigned as required.
- Be aware of the University values by which we will all align: WE CARE
- Continue the development of grading rubrics and daily feedback templates in Examsoft, to be used with all preclinical and clinical formative and summative assessments.
- Continue the development of Student Evaluation of Teacher (SETs) in eValue.
- Develop a seamless grading process utilizing iPads, and the transfer of data to CANVAS.
- Develop processes and templates for learner reflections and the Student Portfolio in CANVAS.
- Develop systems for collecting data: by student, by academic year and by grading faculty.
- Develop gradebooks for each course in CANVAS.



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- Develop systems for global assessment of learners and faculty, incorporating elements of quantitative and qualitative components.
- Assist course directors in obtaining the most appropriate “tracking reports” to be used in downloading clinical completion data from the electronic health record (EHR), and a system to automate this upload to the gradebook in CANVAS.
- Develop a system to track faculty development by activity, with a view to developing a faculty dashboard (possibly using Tableau).
- Utilize and link the following software programs: Examsoft, aXium, eVlue, Canvas and CAMS (Registrar’s office, excel based). Other software may be included in future.
- Other duties as assigned.

Qualifications:

- **Required:** Bachelor’s degree or higher in a health-related field.
- Microsoft Excel, Word and Powerpoint; Adobe PDF; Smartsheet; Qualtrics (survey tool). Must develop and maintain excellent skills in utilizing all teaching and learning software (example: Examsoft, Evaluate, Canvas, Visio and the electronic health record Axium).
- Must be self-motivated in the pursuit of continued development in software use.
- Must have the skills to set up, manage and maintain data collection and preparation for accreditation purposes. This will include data for the school’s strategic plan and continuous improvement plan, educational data to show continued improvement in the teaching and learning processes, as well as handling of sensitive data for quality assurance and incident reporting and management.
- **Preferred:** Master’s program in Computer Science, or equivalent.
- **Preferred:** Educational experience.

Qualities:

- Work collaboratively in a fast-paced environment that will require strong communication, problem-solving and organizational skills.
- Discretion and maturity are essential to maintaining confidentiality.

Applications will be reviewed upon receipt. For full consideration, candidates should provide curriculum vitae/resume with at least three references. All candidates are asked to provide a cover letter, articulating how their knowledge, experience, and beliefs have prepared them to function in support of California Northstate University's vision and mission statements.

Please submit your cover letter, curriculum vitae/resume, list of references, and any additional information to sheila.breear@cnsu.edu Review of applicants will begin immediately and will continue until positions are filled.



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California Northstate University is an Equal Opportunity and Affirmative Action Employer. All qualified candidates are encouraged to apply. For inquiries, please contact us at: **e-mail:** sheila.brear@cnsu.edu