

Associate Director for Instructional Innovation  
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=247470>

Downloaded On: Jun. 6, 2025 1:09pm

Posted Oct. 22, 2024, set to expire Aug. 4, 2025

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| <b>Job Title</b>            | Associate Director for Instructional Innovation   |
| <b>Department</b>           | Curriculum, Assessment and Teaching Transformation  |
| <b>Institution</b>          | University at Buffalo, The State University of New York<br>Buffalo, New York                              |
| <b>Date Posted</b>          | Oct. 22, 2024   |
| <b>Application Deadline</b> | Open until filled   |
| <b>Position Start Date</b>  | Available immediately   |
| <b>Job Categories</b>       | Associate/Assistant Director  |
| <b>Academic Field(s)</b>    | Teaching & Learning   |
| <b>Job Website</b>          | <a href="https://www.ubjobs.buffalo.edu/postings/53599">https://www.ubjobs.buffalo.edu/postings/53599</a> |
| <b>Apply By Email</b>       |   |
| <b>Job Description</b>      |   |

### Position Summary

The **Associate Director for Instructional Innovation** in the [Office of Curriculum, Assessment, and Teaching Transformation](#) (CATT) provides leadership for the identification and development of innovative teaching approaches and tools, focusing on generative AI and other emerging technologies. In this role, the Associate Director will actively identify promising practices and collaborate with staff from other CATT teams in assessing their impact and scaling them for broader dissemination across the campus community.

### Key accountabilities and responsibilities:

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- Stay abreast of emerging trends and opportunities related to AI and instructional innovation.
- Support strategic initiatives while connecting CATT engagement and expertise.
- Develop and maintain relationships with faculty engaged in the application of AI and other emerging technologies to instruction.
- Develop technological infrastructure to support instructor needs in the areas of generative AI and other emerging technologies.
- Participate in the Teach Anywhere Collaborative and work with partner offices to implement initiatives related to instructional innovation.
- Collaborate with members of the Teaching Transformation team to scale and disseminate innovative instructional approaches for all teaching modalities.
- Supervise members of the instructional innovation team.

We invite individuals to apply whose perspectives and experiences will enrich and strengthen our organization. The Curriculum, Assessment & Teaching Transformation department serves an increasingly diverse constituency of patrons, and our employees, services and policies strive to honor and reflect this diversity. We encourage candidates who thrive in a welcoming multicultural environment to apply.

The Office of Curriculum, Assessment, and Teaching Transformation (CATT) at the University at Buffalo promotes educational excellence through: support of instructional and learning environments design; assessment of program and teaching effectiveness; and support for evidence-based instructional strategies. Each operational team within the department supports the mission of educational excellence. Educational Effectiveness & Learning Analytics (EELA) supports program improvements through the program assessment and review process and through student evaluations of teaching. The Teaching Transformation Team supports the effective design of courses and curricula through evidence-based approaches. The Learning Environments & Technologies team works to establish in-person and virtual learning environments that promote effective teaching and learning. The Research, Analytics, & Strategic Initiatives team promotes the scholarship of teaching and learning and helps to provide strategic direction for CATT activities. For more information, please visit the [CATT website](#).

**Additional Information:**

1. Learn about our [benefits](#), where we prioritize your well-being and success to enhance every aspect of your life.
2. Learn more about what it looks like to be a part of the [University at Buffalo community](#).

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University at Buffalo is an affirmative action/equal opportunity employer and, in keeping with our commitment, welcomes all to apply including veterans and individuals with disabilities.

### **Minimum Qualifications**

Bachelor's degree with a minimum of three (3) years of experience in instructional technologies and/or direct instructional support.

Other required experience includes:

- Strong organizational and project management skills.
- Experience supporting college or university instructors adopt best instructional practices.
- Strong verbal, written and interpersonal communication skills. Ability to communicate clearly and respectfully with diverse populations.
- Strong computer skills essential. Demonstrated proficiency in Microsoft Office Suite including Word, Excel, and Outlook.
- Ability to exercise considerable judgment and discretion in establishing and maintaining good working relationships.
- Ability to work in a diverse environment exhibiting understanding, appreciation, and respect for all individuals

### **Preferred Qualifications**

Master's degree or professional certification with more than three years of experience in higher education in the areas of instructional technologies or direct instructional support.

- Familiarity with ChatGPT, Copilot, and other generative AI tools.
- Knowledge of machine learning models and underlying programming languages.
- Advanced use of various instructional technologies, including the Brightspace learning management system.

### **Contact Information**

Please reference Academickeys in your cover letter when

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applying for or inquiring about this job announcement.

**Contact**

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