

DIRECTOR OF INSTRUCTIONAL INNOVATION CENTER

Function of Job:

Under direction of responsible academic official, to be responsible for providing leadership resources and incentives to encourage and enable faculty to improve instruction.

Characteristic Duties and Responsibilities:

1. Locate resources, prepare proposals for external funding, and solicit donated equipment, services, and external expertise to support the Center.
2. Manage campus operations and supervise assigned staff of the Instructional Innovation Center, including research laboratory, seminars/institutes, and media/technology components.
3. Evaluate IIC and Media Center and propose, coordinate, and implement long-range planning study for each.
4. Supervise and support release-time faculty working at the Center.
5. Promote activities of the IIC and related personnel both on and off campus.
6. Be responsible for grant obligations and plan/oversee annual and long-range IIC budget.
7. Contribute to the work of the Academic Council and coordinate IIC activities with other similar efforts on campus.
8. Hire and supervise professional and support staff.
9. Perform related duties as assigned.

Minimum Acceptable Qualifications:

1. Master's Degree and three years experience in higher education.
2. Effective communications skills
3. Organizational and supervisory skills.
4. Grant-writing and/or development skills.
5. Familiarity with media/technology services.

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System Approval

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This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.