



Job Title
Manager, Learning Technologies

Requisition #
998544

About MRU

Founded in 1910 and located in Calgary, Alberta, Canada, Mount Royal University grew into a vibrant college in the 1930s and became a mid-sized university in 2009. Mount Royal has carved out a distinct niche by offering smaller class sizes, a robust liberal education and unique undergraduate programs. Currently, more than 15,000 credit students choose from 13 bachelor's degrees and 38 majors.

Mount Royal University is located in the traditional territories of the Niitsitapi (Blackfoot) and the people of the Treaty 7 region in southern Alberta, which includes the Siksika, the Piikani, the Kainai, the Tsuut'ina and the Iyarhe Nakoda. We are situated on land where the Bow River meets the Elbow River. The traditional Blackfoot name of this place is "Mohkinstsis," which we now call the city of Calgary. The city of Calgary is also home to the Métis Nation.

Mount Royal University is committed to removing barriers and fostering the inclusion of voices that have been historically underrepresented or discouraged in our society. In support of our belief that diversity in our faculty and staff enriches the work, learning and research experiences for the entire campus community, we strongly encourage members of the designated groups (women, Indigenous Peoples, persons with disabilities, members of visible minorities, and diverse sexual orientation and gender identities) to apply and self-identify.

About the Academic Development Centre (ADC)

The Academic Development Centre (ADC) work is guided by the strategic goals and priorities articulated in the University's strategic and academic plans. Faculty members and professional staff in the ADC contribute to MRU faculty members' professional learning experiences by supporting scholarly teaching, assessing learning, curriculum development and renewal, excellence in classroom communication and student engagement, and effective educational technologies. Over the recent academic year, the ADC was instrumental in supporting faculty across the university pivot to teaching in the remote environment.

About the Role

The ADC, which resides within the Faculty of Teaching and Learning, facilitates teaching excellence and innovation by providing support and expertise in the following areas: faculty development, eLearning,

instructional design, curriculum and assessment, educational/learning technology integration and training, distributed learning, and a variety of academic media production.

The Manager exercises leadership in applied research and the evaluation and implementation of relevant educational / learning technologies that help advance the core purpose of the ADC and sustain excellence and innovation in teaching and learning. In fulfilling these responsibilities, the Manager works collaboratively with the faculty developers, academic media professionals, professional staff in the ADC, and the Academic Director of the ADC, as well as with staff and managers in Information Technology Services, Library, Student Affairs, and other internal and external stakeholders as required.

Responsibilities

The Manager, Learning Technologies is responsible for the successful day-to-day supervision and coordination of professional staff employed on the Centre's educational technology/learning technologies team. This includes:

- two instructional designers
- three educational technologists
- one graphic designer/web design specialist
- one communication lead and media trainer
- up to two cooperative education students at various times depending on business volumes
- and specialized contractors where appropriate

The Manager has the following key responsibilities for individuals and programs reporting to the position:

- internal and external communication requirements;
- coordinating the development of institutional online courses;
- leading team planning and priority-setting activities;
- approval of payroll and vacation requests from employees of the Learning Technologies Team;
- shared budget management (with the Academic Director, who oversees the budgeting process for the ADC);
- management of staff workload and responsibility for performance reviews;
- support for professional development.

Accountabilities:

- Supervision of non-academic staff, including regular reporting meetings and annual performance appraisals to support employee performance and appraisal
- Liaise with internal stakeholders to advance learning technologies that support the university's mission and academic plan and ADC strategic plan
- Liaise with external stakeholders (mostly vendors, where appropriate, such as Mount Royal University's learning management system provider)
- Support and advocate for recommendations from the learning technologies team for resources and technology to support teaching and learning at Mount Royal University
- Alignment and commitment to the ADC Strategic Plan
- Other duties as assigned.

Qualifications

Education:

- A graduate degree is strongly preferred
- An undergraduate degree required
- Equivalent experience or a combination of education and experience will be considered.

Experience:

- Three to five years of experience working in the post-secondary environment (in an academic or non-academic capacity) with educational/faculty development and/or /learning technologies and in a team environment;
- Demonstrated exceptional communication skills: written, verbal, and interpersonal;
- Proven efficacy in teamwork/teambuilding skills and a commitment to collaboration;
- Demonstrated leadership skills and proven effectiveness in the management and supervision of staff and projects;
- Ability to work effectively with others, both on a departmental and institutional level to plan, assess, deploy, support, and evaluate educational/learning technologies, as required;
- Demonstrated success in working with information technology professionals, a key asset;
- Demonstrated understanding and appreciation for the aims of higher education and the principles of teaching and learning, including the role of teaching and learning centres in advancing these aims.
- Experience in managing projects and supporting organizational change management initiatives are preferred.

Skills and additional requirements:

- The successful candidate will clearly demonstrate the following skills and experience:
 - Expertise in the creation of online courseware or experience in the effective use and/of support of educational/learning technologies, including theory and application of technologies that support teaching and learning;
 - Leadership in an administrative role (non-academic or academic) in a post-secondary institution;
 - Facilitation skills will be considered an asset.

The successful incumbent will demonstrate these Leadership Competencies:

- Have integrity and are inclusive
- Empower others
- Foster growth
- Engage and support others
- Takes appropriate risks and is innovative

What We Offer

Talented and committed employees are the driving force behind student success. We strive to be an employer of choice among Canadian post-secondary institutions.

At Mount Royal University, we recognize that people are a combination of many intersecting identities; we work to cultivate an environment that welcomes the whole person, and harnesses the strength that is available in our diversity, creating a rich and inclusive workplace.

Investing in the learning and development of our employees benefits the individual and the University. A variety of services, resources and programs encourage a healthy, productive workplace. Mount Royal University offers a competitive total compensation package including health and dental benefits, pension, health and personal spending accounts, paid vacation, winter holiday closure, personal days and a free membership in our fully equipped recreation centre.

Our campus offers the convenience of a full medical clinic, dentist and pharmacy, as well as a variety of wellness services such as physiotherapists and massage therapists. Campus Recreation offers many activities, including personal training, climbing, aquatics, sports and certifications for students, employees and the public.

MRU supports full immunization as the best way to protect yourself and our campus community and strongly recommends vaccination against COVID-19.

Salary: \$79,249.00 per annum - \$109,363.00 per annum

Closing Date: March 23, 2023

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A cover letter and resume should be submitted in one .pdf document. Please title your .pdf document as follows: [Last Name], [Requisition Number], [Document Title].pdf (ex. Smith, 999999, CV.pdf).