

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2018**

SENIOR FACULTY DEVELOPMENT SPECIALIST

JOB FAMILY: HUMAN RESOURCES JOB FUNCTION: BUSINESS SERVICES

FLSA STATUS: EXEMPT - PAY GRADE: 18 – C

GENERAL STATEMENT OF JOB

The Senior Faculty Development Specialist will participate in the planning, operation, and assessment of a comprehensive faculty development organization in conjunction with the Executive Director of Organizational Development and the Director of the Academy for Teaching and Learning. The Senior Faculty Development Specialist will partner with faculty and staff to develop and implement comprehensive, coordinated programs, systems, and support for faculty and instructional development.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Plan, develop, deliver, and implements programs, courses, resources, and services to develop faculty in the FSCJ Competencies.

Oversee the development and maintenance of the FSCJ staff and faculty training website.

Assist in planning and execution of large-scale faculty events such as the Faculty Colloquium, Adjunct Academy, Adjunct Convocation, and New Faculty Orientation.

Designs, delivers, and implements programs, resources and services to support faculty in the development of course and program curriculum in face-to-face, hybrid and online instructional modalities.

Research new initiatives and stay informed of trends in higher education affecting faculty.

Serve on committees related to faculty development and evaluation of teaching.

Participate in scholarly endeavors to enhance the overall unit.

Oversee established goals and outcomes for Faculty Resource Center(s) for the Academy for Teaching and Learning.

Provides professional development for faculty in the selection and effective use of digital technologies, in all instructional modalities, according to established best practices.

Provides consultation for faculty in the design of professional development plans.

Designs and supervises production of learning resources in a variety of formats including print, graphics, audio, video and animation technologies to support curriculum development and learning-centered course design.

Assists faculty and staff in the development and improvement of learning outcomes and assessment activities.

SENIOR FACULTY DEVELOPMENT SPECIALIST – Page 2

Research and develop program content, and originate materials for training programs.

Plan publications for programs, develop brochures, news flyers, and other training publications and communications.

Design and prepare educational aids and training materials.

Develop and utilize methods and tools to assess training effectiveness.

Maintain records of training activities, and prepare reports on training programs.

Assist with the periodic evaluation of ongoing programs, providing analysis and recommending changes as warranted.

Perform other related duties as assigned.

SUPERVISION RECEIVED

Supervision is received from the appropriate supervising administrator.

SUPERVISION EXERCISED

May act in a lead capacity over assigned project staff or part-time staff.

MINIMUM QUALIFICATIONS

Bachelor's degree from an accredited college or university, supplemented by a minimum of five (5) years of related experience in faculty development, adult education, needs assessment and events planning.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machines and equipment including computer, office equipment, telephone, etc. Physical demands are essentially those of sedentary work. Tasks may require extended periods of time at a keyboard or workstation.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of documentation, files, accounts, and equipment.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes issuing and receiving assignments, instructions, and/or directions.

Language Ability: Requires ability to read standard English, as well as basic technical data, policy and procedure manuals, codes, etc.. Requires the ability to prepare forms and reports using prescribed formats. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

SENIOR FACULTY DEVELOPMENT SPECIALIST – Page 3

Intelligence: Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret a variety of instructions or inquiries furnished in written and/or oral form; to acquire knowledge of topics related to occupation.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, and to follow oral/written instructions. Must be able to communicate effectively with co-workers, the public, and students.

Numerical Aptitude: Must be able to add, subtract, multiply and divide; calculate decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in operating modern office equipment and machinery.

Manual Dexterity: Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: May not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under moderate levels of stress, imposed by frequent deadlines, peak workloads, or public/student contact.

Physical Communication: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

Effective: 6/2018