



Classification Description

Job Title: Director, Institute of Innovative and Emerging Technologies

Pay Grade: Administrator

Job Code: 4313

FLSA Status: Exempt

Job Purpose

The Director of the Institute of Innovative and Emerging Technologies at Florida SouthWestern State College provides leadership, innovation, and accountability in leveraging emerging technologies to prepare our diverse community for a globally interconnected workplace. This position engages in strategic planning, community outreach, and faculty training to promote innovative thinking and preparedness for change across the College. This is a College Administrator on annual contract position.

General Responsibilities

Essential Functions

Provides visionary leadership to establish and manage the Institute of Innovative and Emerging Technologies.

Develops and implements strategic plans to align the Institute's goals with the College's mission and strategic initiatives.

Supervises staff and student employees, providing guidance and support for their professional growth.

Leads robust community outreach efforts, including technology workshops, industry collaborations, and public awareness campaigns to boost technological literacy.

Establishes and nurtures partnerships with industry, government, and community organizations to promote the Institute's initiatives and objectives.

Represents the Institute at local, regional, and national events to foster relationships and promotes the College's role in technological innovation.

Develops and coordinate research-based professional development programs that foster innovative teaching and learning practices.

Collaborates with academic units to identify faculty training requirements and develop tailored professional development opportunities.

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Evaluates the impact of training programs on instructional practices and student learning, and develops improvement plans as necessary.

Promotes collaboration across College departments, divisions, and academic units to achieve cohesive integration of emerging technologies.

Forms strategic partnerships to support the College's initiatives in skill development, research, and technology implementation.

Facilitates opportunities for faculty and staff to engage in research and development projects related to innovative technologies.

Oversees the development and maintenance of state-of-the-art facilities and technology infrastructure to support research, learning, and industry engagement.

Ensures the procurement and implementation of comprehensive hardware and software resources to support the Institute's activities.

Monitors, analyzes, and assesses data to inform continuous improvement plans for the Institute's initiatives.

Creates and manages annual reports that present overviews of the Institute's programs, achievements, and impact.

Ensures ethical use of data and maintain the integrity and security of all information.

Adheres to policies related to data use, FERPA regulations, and guidelines for ethical use of learning analytic

Performs other duties as assigned.

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job-related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can perform the essential functions of this job with or without reasonable accommodation.

Knowledge, Skills and Abilities

Minimum Qualifications

Master's degree from a regionally accredited institution of higher education.

Five (5) years of successful professional experience in education, technology, or a related field.

Demonstrated ability to lead and manage complex projects and initiatives.

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Strong leadership and strategic planning skills.

Excellent communication and interpersonal abilities.

Ability to think critically and creatively, with a high standard of integrity.

Ability to independently travel to all FSW campuses in Lee, Charlotte, Collier and Hendry counties and other locations for College business.

Proficiency in using office software, data analysis tools, and technology infrastructure.

Ability to work independently, follow through on assignments, and collaborate effectively with diverse stakeholders.

Commitment to fostering a culture of innovation and inclusivity.

Demonstrated ability to:

- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.
- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Possess a working knowledge of operational and fiscal analysis techniques.
- Make presentations in front of various group sizes.
- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.
- Anticipate, investigate, and analyze problems and address them proactively.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work in a fast-paced, demanding environment.
- Work independently and follow through on assignments.
- Exhibit solid organizational skills and be detail oriented.
- Work with a variety of constituencies and be willing to contribute to a team effort.
- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and be effective working with diverse populations.

Critical Skills/Expertise

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.

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- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

Work Conditions/Physical Demands/Special Conditions

Physical: Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 20 or more pounds.

Environmental: Normal general office.

Mental: Routinely requires the ability to interpret, analyze and perform critical thinking skills.

Approved: July 11, 2024.