

Assistant Director, Instructional Media Services

Carleton University, Canada's Capital University, is seeking a qualified and highly motivated candidate to fill the key role of **Assistant Director, Instructional Media Services**.

The Assistant Director, IMS is responsible for providing the vision and leadership in the design, delivery, development and support of teaching and learning technologies used in Carleton University's teaching and learning spaces. The incumbent leads a service-orientated team that is dedicated to providing responsive and proactive teaching and presentation technology services that meet the academic, research and business needs of the institution.

The incumbent serves as a resource in the design of reliable and effective technology, enhanced learning spaces (classrooms, collaboration spaces, computer labs, meeting rooms, and other spaces on campus) in support of the University's mandate. The Assistant Director, in broad consultation with learning spaces' stakeholders develops both long and short terms plans for the department and University.

Key to providing high client satisfaction is the appropriate alignment of resources and the talent to deliver high quality services. The incumbent is responsible for assessing and improving the effectiveness of the Instructional Media services team in achieving service delivery goals.

They will work closely and collaboratively with other University units dedicated to space planning and design to guide the application of technologies that create rich, immersive, and interactive spaces.

The Assistant Director, IMS, is additionally responsible for meeting revenue targets and the oversight of Carleton's 444 seat performance theatre and the supporting events on campus with audio/visual services and expertise.

For more information and a complete job description, please visit the Human Resources website here: <https://carleton.ca/hr/employment-opportunities/staff-opportunities/>

Education and Experience

The completion of a master's degree in a related field (Educational technologies, IT, audio-video multimedia). Equivalences will be considered. This along with five to seven years of extensive theoretical and practical knowledge in the field of Information technology as it relates to education delivery and support, interactive audio and video networking systems.

How to apply

Candidates should visit the Carleton University Human Resources website to apply for this position: <https://carleton.ca/hr/employment-opportunities/staff-opportunities/>

HR Note: Equivalencies will be considered. Applicants are encouraged to provide information which may demonstrate equivalent qualifications. Carleton University is strongly committed to fostering diversity within its community as a source of excellence, cultural enrichment, and social strength. We welcome those who would contribute to the further diversification of our University including, but not limited to: women; visible minorities; First Nations, Inuit and Métis peoples; persons with disabilities; and persons of any sexual orientation or gender identity and expressions.

ABOUT CARLETON UNIVERSITY

Located in Ottawa Canada, Carleton University is a dynamic and innovative research and teaching institution. Its internationally recognized faculty, staff, and researchers provide academic opportunities to more than 28,000 full- and part-time students, from every province and more than 100 countries.

Carleton is a community of talented, committed and enthusiastic faculty and staff, dedicated to excellence and to supporting the education and research that distinguishes Carleton as Canada's Capital University. We know that it is our people that are key to Carleton's success.

We take pride in our institution and are committed to providing the programs and services that contribute to Carleton University being an employer of choice.

<http://carleton.ca/about/>

For more information about working at Carleton, please visit:

<https://carleton.ca/hr/perks-of-working-at-carleton/>