Franklin College is seeking to fill an Education Technology Specialist for the Education Department. This is a full-time, salary exempt, 12-month position that is expected to work 39 hours per week reporting to the Director of Teacher Education/Accreditation Coordinator, and will manage the day-to-day operations of the Education Department’s Quality Assurance Systems. Located approximately 30 minutes from culturally rich downtown Indianapolis, Franklin College is a private, four-year liberal arts and sciences college.

**RESPONSIBILITIES**

- Develop and maintain with accuracy and punctuality the assessment and accreditation databases for Indiana Department of Education and national accreditation reports for the Education Department;
- Assist in maintaining the Education Department’s Quality Assurance System, uploading and linking evidentiary materials that demonstrate compliance with the required criteria for accreditation;
- Assist efforts to identify, compile, and analyze data relating to program and student learning outcomes assessment for inclusion in compliance reporting;
- Provide support to undergraduate faculty, staff, and administration in accessing relevant program data as needed;
- Assist with student field experiences, working with supervisors and partner school cooperating teachers;
- Attend meetings of the Education Department accreditation team;
- Assist in monitoring program compliance with the Education Department’s accreditation data-system.
- Follow and abide by all safety rules and regulations;
- Regular attendance and timeliness;
- Other duties as needed or assigned.

**REQUIREMENTS**

- Bachelor’s degree in Elementary Education required;
- Current Indiana Educator license required;
- Successful experience as P-12 teacher or administrator;
- Successful experience using various IT systems;
- Experience with or willingness to learn Canvas and Google Suite;
- Experience in higher education a plus;
- Data management systems experience preferred;
- Educational terminology knowledge preferred;
- Knowledge of virtual learning platforms preferred;
- Competence in managing and securing data;
- Efficiency and competency in scheduling;
- Ability to effectively communicate both verbally and written;
- Ability to adapt to quickly changing environments;
- Excellent organizational and multitasking skills;
- Proficiency in Microsoft Office Suite; specific experience using Excel preferred.

**Excellent benefits** package including: health, life and disability insurance, paid vacation, sick and holiday time, retirement plan, and full tuition benefits for employees and their family. Review of applications will begin immediately and continue until the position is filled. Qualified candidates should submit electronically (MS
Word or PDF) a cover letter, resume and contact information for three professional references via the application link – Franklin College Staff Application

Contact Human Resources with additional questions.

Franklin College
101 Branigin Blvd.
Franklin, IN 46131
humanresources@franklincollege.edu
www.FranklinCollege.edu

Franklin College is committed to providing an inclusive and welcoming environment and to ensuring that educational and employment decisions are based on individuals’ abilities and qualifications. Consistent with these principles and applicable laws, it is therefore the College’s policy not to discriminate on the basis of age, color, disability, gender, gender expression, gender identity, genetic information, national origin, marital status, race, religion, sex, sexual orientation or veteran status as consistent with the Policy on Prohibited Discrimination, Harassment and Related Misconduct. No person, on the basis of protected status, shall be excluded from participation in, be denied the benefits of, or be subjected to unlawful discrimination, harassment, or retaliation under any College program or activity, including with respect to employment terms and conditions. Such a policy ensures that only relevant factors are considered and that equitable and consistent standards of conduct and performance are applied.