Head of Educational Technology and Distance Learning

Office of Academic Quality and Management

Zamorano University

www.zamorano.edu

Roles and responsibilities

- Strengthen institutional policies, procedures, and processes that guide the implementation of educational technology (EdTech) and distance learning at the university.
- Coordinate the distance learning system and ensure its quality across all academic programs.
- Oversee the governance and administration of distance education in alignment with institutional standards and the Higher Education Council's regulations.
- Contribute to academic functions related to teaching, research, community engagement, and academic administration, as assigned.
- Propose and lead the acquisition of innovative educational technologies and platforms to enhance teaching and learning processes at Zamorano University.
- Design and implement training programs for faculty in collaboration with the Faculty Development Office, focusing on educational technologies and virtual course design methodologies.
- Develop instructional design models for online courses and multimedia educational resources and collaborate with faculty to support adoption and use.
- Guide and monitor the integration of educational technologies, including the design, development, and implementation of virtual and alternative learning modalities.
- Advise and support academic programs and initiatives that incorporate distance education strategies.
- Assist in the development of educational content and materials for projects requiring audiovisual, multimedia, or distance learning components.
- Lead the design and execution of a strategy to promote instructional design and digital learning resources internally and as a service offering to external partners.
- Oversee the production and quality assurance of digital educational materials developed for external projects and clients.
- In collaboration with the IT department, evaluate potential educational technologies and platforms for institutional integration prior to acquisition.
- Manage technological, human, and administrative resources under their purview.
- Supervise and evaluate the performance of team members under their leadership.
- Work closely with the Office of Internationalization to develop partnerships with institutions, government entities, and NGOs to provide consulting, training, and distance learning services aligned with the university's mission.

Qualifications

- Bachelor's degree in Education, Educational Administration, Engineering, Business Administration, or a related field.
- Master's degree in educational technologies or innovation (preferred).
- At least 4 years of professional experience in a related area.

Specialized knowledge and skills

- Demonstrated experience in implementing and managing educational technologies.
- Strong background in teaching methodologies and assessment strategies for secondary and higher education.
- Experience in designing, delivering, and evaluating faculty development programs.
- Proven ability to manage and govern distance education systems.
- Familiarity with pedagogical and curricular innovation within organizational and cultural frameworks.
- Project planning and execution skills.
- Fluent in English: capable of understanding and communicating complex ideas with nuance and precision across various contexts.

Core competencies

- Commitment and accountability
- Quality orientation
- Innovation and adaptability
- Integrity
- Service-oriented mindset
- Effective communication
- Team collaboration
- Project management
- Strategic thinking and planning
- Mentoring and coaching
- Pedagogical leadership
- Research capacity

How to apply

Applicants should submit a cover letter, an updated resume, and contact information (phone and email) for at least three (3) professional references. Please send your application in Word or PDF format to: talentohumano@zamorano.edu

Subject line: **Head of Educational Technology and Distance Learning**

Deadline for applications: **June 30, 2025**

Non-Discrimination Policy

Zamorano University is committed to equal opportunity and does not discriminate based on ethnicity, race, religion, gender, or nationality in its educational policies, admissions, financial aid programs, extracurricular activities, employment, or any other aspect of university operations.