

TITLE: Academic Technology Coordinator – Part-Time

POSITION PURPOSE

The Creating Pathways and Access for Student Success™ (CPASS) Foundation was created to attract, encourage, educate, guide, and increase the number of promising Illinois students in science, technology, engineering, math, and medicine (STEMM) related professions. CPASS is committed to providing high-quality educational experiences, mentorship, and exclusive career development opportunities that empower Scholars from underrepresented and underserved communities to persist in STEMM pathways and careers.

The CPASS Foundation's STEMM Scholars Academy is a five-week immersive summer experience designed to inspire and prepare high school students to pursue careers in STEMM fields. Hosted across partner campuses including Lewis University and Illinois Institute of Technology (IIT), the Academy combines rigorous academic coursework, project-based STEMM workshops, college readiness preparation, leadership development, mentorship, and hands-on career exploration. The Academy is supported year-round by a companion Academic Year Program and the CPASS STEMM-3D Pilot Program, an AR/VR-based learning initiative.

To ensure the technological backbone of the Academy is secure, reliable, and instructionally effective, CPASS seeks a part-time Academic Technology Coordinator (ATC) to administer the Academy's Moodle Learning Management System (LMS), deliver the Academic Year AI course, oversee the STEMM-3D VR/AR Pilot Program and its associated device security, and teach Intro to Programming I during the STEMM Scholars Academy summer session.

This role is ideal for an instructional technologist, or computer science educator who is equally comfortable administering learning platforms, safeguarding digital assets, and teaching high school Scholars.

POSITION OVERVIEW

The ATC will work closely with CPASS leadership, the Director of Curriculum, academic staff, and external digital strategy and technology consultants to keep the Academy's digital learning environment secure and fully operational across the Academic Year Program and the five-week Summer STEMM Scholars Academy.

The ATC's responsibilities fall into four core areas:

- Learning Management System (Moodle) administration and support for all Academy instruction
- Design and delivery of the AI course during the Academic Year Program
- Oversight of the STEMM-3D Pilot Program, including security and management of all Meta Quest VR headset devices
- Classroom instruction of Intro to Programming I during the Summer STEMM Scholars Academy

This role blends academic-year systems administration and curriculum work with hands-on summer teaching, and requires sound technical judgment, strong instructional skills, and disciplined attention to data and device security.

POSITION DETAILS

- **Position Type:** Part-Time, Year-Round — with a Required In-Person Assignment during the Summer STEMM Scholars Academy and occasionally for STEMM-3D
- **Classification:** Non-Exempt / Non-Benefited
- **Compensation:** \$17.05 per hour, not to exceed 20 hours per week (compensation will be adjusted/prorated for any missed hours, days, or early termination of the assignment)
- **Program Period:** Year-round Academic Year Program and STEMM-3D Pilot Program support, with required in-person instruction during the STEMM Scholars Academy (approximately July–August)

- **Work Locations:** Primarily remote/hybrid for LMS administration, AI course development, and STEMM-3D Pilot Program oversight, with periodic in-person responsibilities associated with program implementation. In-person work will also be required at Lewis University, Illinois Institute of Technology (IIT), and other designated partner campuses for training, instruction, and program activities.
- **Reports To:** Associate Director
- **Collaborates With:** Director of Curriculum, Academic Instructors and Teaching Assistants, External Digital Strategy and Technology Consultants
- **Equipment:** CPASS will provide Moodle LMS administrative access, Meta Quest VR headsets and related AR/VR equipment, and other designated technology needed to perform the role

POSITION RESPONSIBILITIES

Learning Management System (Moodle) Administration

- Configure, maintain, and troubleshoot the Academy's Moodle LMS environment to ensure full functionality across all Academic Year and Summer Academy courses
- Set up course shells, enrollments, gradebooks, and content structures in collaboration with the Director of Curriculum and Academic Instructors
- Provide technical support and training to instructors, Teaching Assistants, and Scholars on LMS use
- Monitor platform performance, and resolve access or functionality issues in a timely manner
- Maintain systems and processes within Moodle to monitor and track Scholar academic performance, engagement, assignment completion, assessment results, and overall progress.
- Compile and generate Scholar performance and progress reports to support academic intervention, program evaluation, and regular communication with parents/guardians.
- Work with academic staff to ensure grades, assessments, attendance, and other required performance data are entered accurately and consistently to support timely reporting.
- Maintain LMS data integrity, backups, and user account security in accordance with CPASS confidentiality and data-protection policies

AI Course Development & Delivery (Academic Year Program)

- Design curriculum, lesson plans, and instructional materials for the AI course offered during the Academic Year Program
- Deliver engaging, developmentally appropriate AI instruction aligned with CPASS academic standards and pathway goals
- Assess Scholar understanding and progress, and adapt instruction to meet diverse learning needs
- Coordinate with the Director of Curriculum and academic team to ensure the AI course aligns with the broader STEMM Scholars Academy curriculum, including its role as a follow-on to Intro to Programming I

STEMM-3D Pilot Program Development, Implementation & VR Management

- Collaborate with the Associate Director and CPASS partners to develop, implement, and refine the STEMM-3D Pilot Program, including curriculum, learning activities, assessments, and program delivery strategies.
- Identify and integrate appropriate virtual reality content and applications that align with STEMM-3D learning objectives, Scholar needs, and CPASS program goals.
- Coordinate implementation of the STEMM-3D curriculum, including supporting program orientation, instructional delivery, assessment, and ongoing evaluation of the Scholar experience.
- Oversee the planning, security, and proper management of all Meta Quest VR headset devices used in the STEMM-3D Pilot Program.
- Maintain secure configuration of VR headsets and ensure firmware updates and application deployments align with Information Assurance standards.
- Conduct routine digital asset audits to safeguard hardware and prevent unauthorized access.

- Apply a risk management framework to support secure device usage and develop training for staff on the handling of VR equipment and protection of Scholar data.
- Document headset checkout, tracking, storage, and return procedures and establish clear accountability and inventory control processes.
- Develop troubleshooting guides and escalation pathways for technical and access-related issues and coordinate with CPASS staff and partners on recurring issues or system improvements.
- Monitor Scholar participation, engagement, and learning outcomes and use assessment and implementation data to recommend improvements to the curriculum and program model.
- Prepare periodic and end-of-program reports documenting STEMM-3D implementation, Scholar outcomes, challenges, lessons learned, and recommendations for future delivery and expansion.

Instruction – Intro to Programming I (Summer STEMM Scholars Academy)

- Teach the Intro to Programming I course during the Summer STEMM Scholars Academy, delivering high-quality, engaging instruction aligned with the Academy curriculum
- Create a supportive and inclusive classroom environment, monitor Scholar progress, and maintain consistent academic expectations
- Prepare and facilitate daily lessons, activities, and assessments introducing Scholars to programming logic, including variables, loops, conditionals, and functions
- Direct and support assigned Teaching Assistants during class and study hall to reinforce lesson objectives and Scholar engagement
- Collaborate with the Director of Curriculum and academic team to ensure curriculum fidelity and a smooth progression into subsequent coursework
- Participate in required staff meetings, trainings, and program events, and support Scholars in preparing for the Closing Celebration

Technology Planning, Compliance & Reporting

- Collaborate with CPASS staff and external consultants on technology priorities, shot-list-style course/content plans, and program schedules
- Maintain confidentiality and responsible handling of all Scholar data, LMS records, and digital assets in accordance with CPASS policy
- Report any suspected or actual security or confidentiality incidents promptly to CPASS leadership and the CPASS Compliance Officer
- Represent CPASS professionally at all times while interacting with Scholars, families, university partners, sponsors, and community stakeholders

WORK SCHEDULE & FLEXIBILITY

The position requires a flexible schedule that varies across the year:

- Academic Year Program: primarily remote/hybrid work supporting LMS administration, AI course development and delivery, and ongoing STEMM-3D Pilot Program oversight
- Pre-Academy Training: required virtual and in-person training sessions in the weeks preceding the Summer Academy
- Academic Year Programming AI Course & Summer STEMM Scholars Academy: on-campus and in-person daytime academic programming, with occasional evening programming, select weekend activities, and extended event coverage as needed

Specific schedules will vary based on program activities, event schedules, LMS and device support needs, and operational requirements. The ATC may occasionally be asked to support multiple campus locations during the Academy period.

PREFERRED QUALIFICATIONS & COMPETENCIES

Education & Experience

- Bachelor's degree or higher in Computer Science, Information Technology, Educational Technology, Instructional Design, or a related field preferred; advanced degree a plus
- Demonstrated experience administering a Learning Management System (Moodle strongly preferred)
- Experience teaching or developing curriculum in programming, computer science, or AI-related subjects
- Experience with AR/VR technology deployment and device management (Meta Quest or comparable platforms) preferred

Technical Skills

- Strong working knowledge of Moodle configuration, course design, and troubleshooting
- Familiarity with Information Assurance principles, device security configuration, and firmware/application update management
- Experience conducting digital asset audits and implementing risk management or inventory control frameworks
- Programming instruction experience (e.g., variables, loops, conditionals, functions) suitable for introductory high school learners
- Comfort troubleshooting hardware, software, and network/access issues in an educational setting

Communication & Collaboration

- Strong interpersonal and communication skills, with the ability to translate technical concepts for non-technical staff and Scholars
- Ability to work collaboratively with diverse teams, instructors, and youth populations
- Professional demeanor and comfort interacting with students, educators, and community stakeholders

Mission Alignment

- Passion for educational equity, youth development, and STEMM opportunity expansion
- Commitment to protecting Scholar data and representing Scholars and communities authentically and respectfully

Additional Preferred Skills

- Experience supporting blended or hybrid learning environments
- Familiarity with instructional technology compliance and data-privacy requirements in K–12 or youth-serving settings
- Ability to work independently while maintaining attention to detail and meeting deadlines
- Spanish fluency is a plus

REQUIRED IMMUNIZATION AND SAFETY REQUIREMENTS

All Academic Team members participating in on-campus components of the CPASS STEMM Scholars Academy are required to be fully vaccinated, with proof of vaccination submitted during onboarding and no later than the start of in-person duties, in accordance with CPASS Foundation and university partner health and safety protocols. Vaccination is a condition of service for in-person program components.

PHYSICAL & MISCELLANEOUS REQUIREMENTS

- Ability to walk extensively across campus environments
- Ability to stand for extended periods during events and programming
- Ability to carry lightweight technology equipment and supplies (up to 25 lbs.)
- Ability to navigate classroom, outdoor, residential, and event environments
- Performs other duties as assigned

PERFORMANCE EXPECTATIONS

Successful performance in this role includes:

- A fully functional, reliably supported Moodle LMS environment across the Academic Year Program and Summer Academy
- Timely, high-quality delivery of the AI course curriculum and instructional goals
- Secure, well-documented management of all VR headsets and STEMM-3D digital assets, with no unauthorized access incidents
- Consistent, engaging delivery of Intro to Programming I instruction during the Summer Academy
- Professional and respectful engagement with Scholars, staff, and university partners
- Reliable attendance, responsiveness, and schedule flexibility across both academic-year and summer program periods
- Positive collaboration with CPASS staff and external consultants

HOW TO APPLY

Complete the online application through the CPASS Foundation Careers Page and submit:

- Resume
- Portfolio or sample work (if available)
- Brief cover letter describing interest and relevant experience

Address cover letters to the Hiring Committee.

No phone or email inquiries will be accepted. Candidates must successfully complete all required background checks and screenings prior to employment.

Positions will remain open until filled.

EQUAL OPPORTUNITY EMPLOYER

It is our policy to abide by all federal, state and local laws prohibiting employment discrimination based on a person's race (Including hair texture and hairstyles) color, religious creed, sex, national origin, ancestry, citizenship status, pregnancy, childbirth, physical disability, mental and/or intellectual disability, age, military status, veteran status (Including protected veterans), marital status, registered domestic partner or civil union status, familial status, gender (Including sex stereotyping and gender identity or expression), medical condition (including, but not limited to, cancer related or HIV/AIDS related), genetic information, sexual orientation, or any other protected status.