

**February 10, 2023**  
**JOB VACANCY ANNOUNCEMENT**

**ADMINISTRATIVE OFFICE OF THE ILLINOIS COURTS**

<b>POSITION:</b>	Technology Services Manager
<b>LOCATION:</b>	Hybrid (Remote/In Person) Chicago or Springfield AOIC Office
<b>DIVISION:</b>	Judicial College Division
<b>SALARY:</b>	Minimum salary \$90,043; salary commensurate with experience
<b>BENEFITS:</b>	An attractive judicial branch benefits package is offered, including pension, medical, dental, vision and life insurance, as well as deferred compensation and generous leave time.
<b>REPORTING RELATIONSHIP:</b>	Associate Deputy Director, eLearning & Technology Unit, Judicial College Division

**BACKGROUND:** The Supreme Court of Illinois Judicial College (Judicial College) was established January 1, 2016, by Order of the Illinois Supreme Court to provide comprehensive continuing education to Illinois judges and judicial branch justice partners including, adult, juvenile and detention officers, circuit court clerks and deputy clerks, trial court administrators, Guardians *ad Litem* appointed by the Court in abuse and neglect matters, and legal and administrative judicial branch staff. The Judicial College is comprised of six Standing Committees and is governed by a Board of Trustees appointed by the Supreme Court of Illinois. The Judicial College Division of the Administrative Office of the Illinois Courts is comprised of four Units – Learning & Development, eLearning & Technology, Professional Development and Operations. The Division ensures execution of the goals, purpose, projects and priorities of the Judicial College.

- For more about the Supreme Court of Illinois Judicial College, visit:  
[http://illinoiscourts.gov/IL\\_Judicial\\_College/default.asp](http://illinoiscourts.gov/IL_Judicial_College/default.asp)

**ESSENTIAL RESPONSIBILITIES:** The Technology Services Manager will report to the Associate Deputy Director of the eLearning & Technology Unit of the AOIC Judicial College Division. The Technology Services Manager will aid the eLearning & Technology Unit in the implementation of the *Judicial College Strategic Digital Plan* and technology procurement. This position will also assist or lead the onboarding of new technologies and develop training modules on the utilization of new technologies for the Judicial College Division, as well as the development of eLearning and technology courses relevant to the professional development curriculum managed by the Professional Development Unit.

**ESSENTIAL RESPONSIBILITIES:**

- Aid implementation of the *Judicial College Strategic Digital Plan*.
- Support evaluation of technology vendor procurement.
- Facilitate best practices in eLearning and technology utilization.
- Collaborate, as needed on technology projects impacting the Illinois Judicial College and Judicial College Division.
- Produce and edit high-quality multimedia, including videos and graphics.
- Collaborate and plan, script and deliver instructionally and aesthetically sound media production.
- Provide training, guidance and technical support related to use of instructional technologies.
- Support development of eLearning and technology courses (blended, in person and online).

**SKILLS:**

- Excellent written and oral communication and public speaking skills.
- Adaptive and flexible leadership and problem-solving skills.

- Proficient in the use of instructional technologies (Articulate 360, Captivate), eLearning platforms and Microsoft Teams, Microsoft Office Suite (Microsoft Word, PowerPoint, Excel and Outlook), Zoom products, Google products (Classroom, Docs, Forms, Sites, Drive), audience response technologies.
- Operational knowledge of Learning Management Systems.
- Working knowledge of video, multi-media and graphic material production principles and practices.

**EDUCATION AND EXPERIENCE REQUIREMENTS:** A minimum of three years of experience in a technology services, instructional technology, or instructional design position. Bachelor's Degree in Instructional Design, Instructional Systems Design, or a related field, required. Demonstrated proficiency with instructional software, multimedia and other technologies supportive of in-person and online learning.

**PHYSICAL REQUIREMENTS:** This position requires travel in and out of state, the ability to lift and carry objects (approximately 25 lbs), sit and/or stand for extended periods of time; ability to use office equipment and process written and electronic documents. Must have or be able to obtain a valid Illinois driver's license.

Currently, the position is primarily remote, but employees may select to work from the Chicago or Springfield AOIC office. Employees will be provided necessary computer equipment for work duties but must have sufficient home internet (at no cost to employer) in order to work remotely. Candidates must be able to report to the Chicago or Springfield AOIC office when in-person work is required and when it becomes the standard work model once again.

**Interested individuals should submit, via email, a letter of interest, resume, professional writing sample, and completed [Judicial Branch Employment Application](#) to [courtempoyment@IllinoisCourts.gov](mailto:courtempoyment@IllinoisCourts.gov)**

**This position will remain open until filled.**

**EQUAL OPPORTUNITY EMPLOYER**