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ASSISTANT DIRECTOR, AI & EDUCATION, Institute for Excellence in Teaching & Learning

Category

Charles River Campus --> Professional

Job Location

BOSTON, MA, United States

Tracking Code

25500788120903

Posted Date

9/4/2025

Salary Grade

Grade 50

Expected Hiring Range Minimum

\$95,000.00

Expected Hiring Range Maximum

\$125,000.00

The salary of the finalist selected for this role will be set based on a variety of factors, including but not limited to departmental budgets, qualifications, experience, education, licenses, specialty, training and internal pay comparison. The above hiring range represents the University's good faith and reasonable estimate of the range of possible compensation at the time of posting.

Position Type

Full-Time/Regular

Boston University's Institute for Excellence in Teaching & Learning is focused on elevating and transforming teaching and learning innovation across the entire BU ecosystem to deliver a superior student experience.

The Assistant Director, AI and Education, plays a lead role in designing and developing effective and ethical uses of AI and other innovations in the classroom. This is a cross disciplinary position that works in collaboration with faculty, academic leaders and Institute management to responsibly integrate AI into teaching and learning. This individual supports various elements of the Institute and aligns with the overall strategic objectives of the Institute to provide resource support in the areas of curriculum planning development, assessment, integrated learning strategies, etc. The role also facilitates workshops and other forums, as desired by the Institute, to build community, collaboration, and adoption across stakeholder groups.

This role partners closely with Institute leaders, as well as BU's AI Development Accelerator, and will guide and influence change through the development and delivery of strategies and resources for AI in teaching and learning that empower collaboration, scale, flexibility, results and innovation. The individual in this role has expertise in the use of AI and applications in an educational setting.

Primary Responsibilities

- Develop programming based on the effective and ethical use of AI, which may include convening faculty who are implementing AI in their classrooms, creating and curating AI related learning resources, as well as toolkits and professional development opportunities (both online and in person).
- Engage with BU's schools and colleges to foster awareness and adoption of AI in ways that enhance teaching and learning. Pursue opportunities to integrate innovative approaches into existing curriculum and newly designed educational experiences.
- Create and curate learning materials, tutorials, courses and resources that guide faculty and students in understanding AI and related technologies.
- Research and recommend AI tools and approaches that align with pedagogical goals and enhance student learning outcomes. Stay current on the latest trends in AI and education to bring critical insights to faculty in a rapidly evolving field.
- Consult with faculty on curricular planning to incorporate AI, and identify opportunities for enhancement. Consider models for training, certification and recognition to promote faculty advancement and readiness.
- Foster a cross campus network of faculty to explore AI applications in pedagogy. Support and lead workshops, events or other initiatives that promote AI awareness in teaching and learning across the BU faculty community.
- Provide a forum for teaching and learning communities (vis a vis office hours, in person sessions, web events, etc.) to discuss common AI in teaching and learning interest areas.
- Review budget and award submissions for innovative and academic pilot awards that relate to AI, collaborating with the Institute Governance Committee.
- Support other initiatives, as required or assigned, by the Institute and Institute leadership.

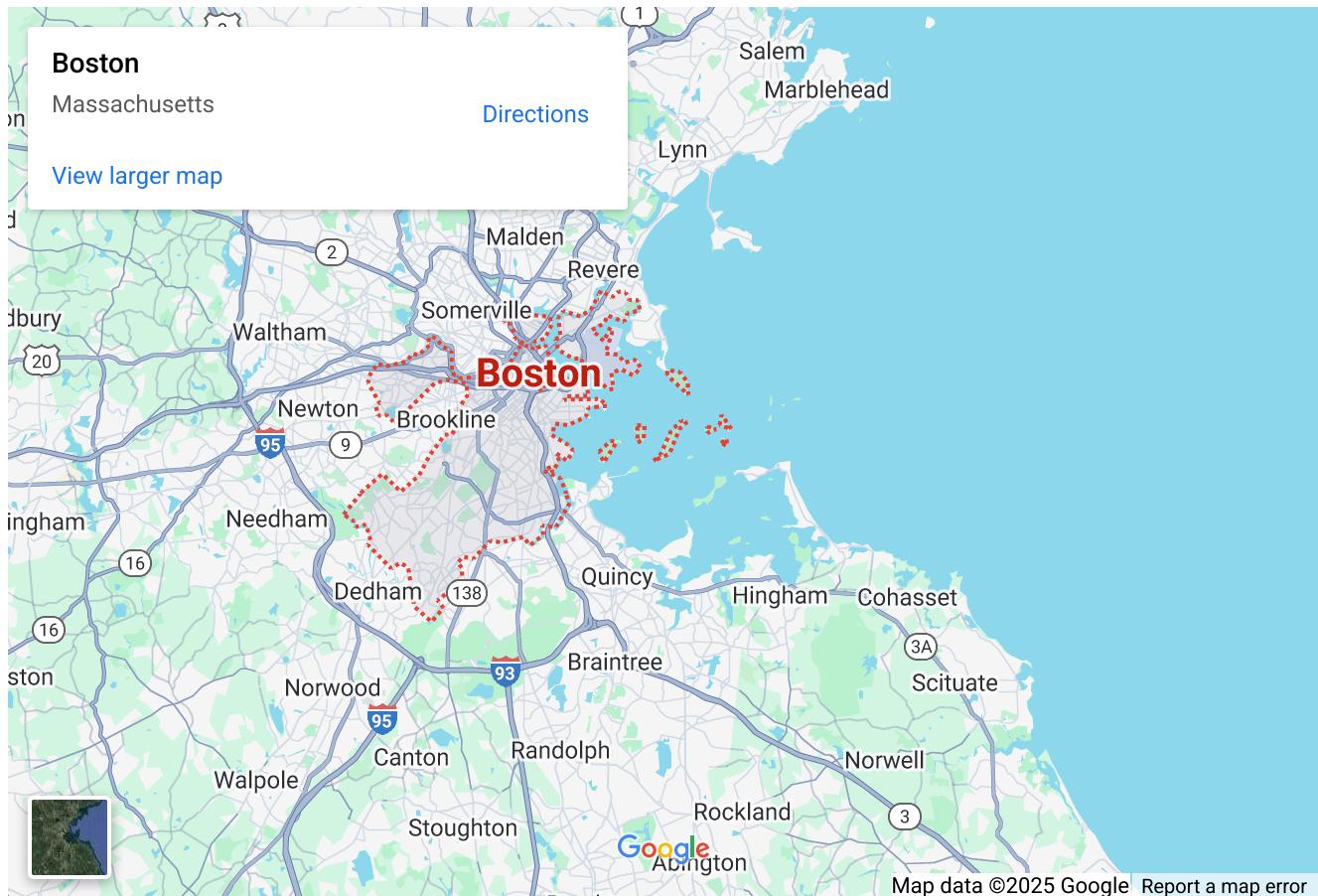
Required Skills

Required Skills:

- Experience in higher education with at least 7-10 years in leading academic and teaching and learning initiatives in a university environment.
- Strong expertise in the use of generative AI and application in an educational setting.
- Demonstrated record of supporting innovative teaching and learning with significant experience leveraging new approaches for measurable gain.
- Experience in organizing and delivering effective faculty professional development programs in support of digital teaching and learning.
- Significant experience providing faculty consultations, teaching support programming both online and in person.
- Experience working with faculty, students and administrators and influencing, leading and driving initiatives across a matrix of schools and departments.
- Ability to work collaboratively and effectively with professionals and faculty to drive results and scale in a large matrixed academic setting.
- Strong oral and written presentation skills.
- A master's degree in Education, Professional Development or related field; a PhD is desirable.

We are an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, natural or protective hairstyle, religion, sex, age, national origin, physical or mental disability, sexual orientation, gender identity, genetic information, military service, pregnancy or pregnancy-related condition, or because of marital, parental, or veteran status. We are a VEVRAA Federal Contractor.

This position is located in BOSTON, MA. [View the Google Map in full screen.](#)



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