AI & Innovation Specialist

Job Category: Education

Requisition Number: AIINN005470

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Posted: October 14, 2025

Full-Time

Hyde Park
Hyde Park, NY 12538, USA

Job Details

Description

The anticipated hiring range for this position is $70,000 to $75,000. Hiring offers will be determined based on the final candidate's qualifications and experience. The recruiter can share more information about what the anticipated hiring salary would be based upon your specific qualifications during the selection process.

The CIA offers a substantial benefits package that includes **medical coverage available at no cost** to qualifying employees, dental insurance, vision insurance, life insurance, short and long term disability insurance, retirement savings plan with high employer contributions, a generous paid time off program, and more!

As the benefits package at the CIA results in a significant value above the base hiring salary for this position, we encourage you to apply so that our recruiters can share more information with you about the benefits of working for the CIA.

POSITION SUMMARY

The AI & Innovation Specialist is responsible for creating and executing the institution's comprehensive strategy for Artificial Intelligence (AI) in academic areas. The AI & Innovation Specialist is responsible for the lifecycle of AI integration, from pioneering faculty development programs and shaping curriculum to establishing best practices for ethical and effective implementation in the classroom. This is a key position charged with pioneering the future of AI in our academic environment.

ESSENTIAL RESPONSIBILITIES

- Strategic Leadership for Academic AI:
  - Responsible for developing a strategy for integrating AI into the academic life of the institution, with a direct focus on enhancing teaching methodologies, curriculum design, and faculty research capabilities.
  - Drive the vision for how faculty can responsibly leverage AI, serving as the primary advisor on emerging opportunities and best practices in higher education.

- Continuously monitor, evaluate, and report on AI trends and tools relevant to pedagogy and academic disciplines.
- Provide reports on progress to the Senior Dean with findings and recommendations. Accountable for following up on any gaps.
- Faculty Empowerment & Program Execution:
  - Serve as the lead subject matter expert on academic AI applications, personally architecting and executing a comprehensive support and education program for faculty.
  - Build and foster a vibrant community of practice, moving beyond one-on-one consultation to create and deliver impactful workshops, learning resources, and knowledge-sharing forums that empower faculty to innovate confidently.
  - Develop workshop opportunities that are directly related to how AI can be used in the Food, Beverage and Hospitality industry.
  - Develop the best practices for instruction focused on food, beverage, and hospitality that will prepare students to thrive in a tech-enhanced industry while still embracing the heart of service.
  - Introduce faculty to AI platforms that, for example, suggest flavor pairings, dietary adjustments, cultural fusion ideas, as well as other content related to the Culinary Institute of America curriculum.
- Academic Governance & Ethical Frameworks:
  - Establish and take responsibility for guiding frameworks and best practices for the responsible, ethical, and effective use of AI in all academic and research settings.
  - Develop and implement clear guidelines for faculty and students on the appropriate use of AI tools in coursework, including creating sample language syllabus and policies that uphold academic integrity.
- Pedagogical Innovation & Impact Analysis:
  - Lead the evaluation, piloting, and recommendation of AI tools that directly support innovative teaching practices and enhance student learning outcomes.
  - Develop and track key metrics to measure the adoption and effectiveness of AI tools in the classroom. Analyze this data to report on pedagogical impact and continuously refine the academic AI strategy.
- Any and all other duties as assigned.

REQUIRED QUALIFCATIONS

Education:

- Bachelor's degree in Education, Instructional Design Technology, Education Technology, or a closely related field.

Experience:

- Minimum of 1 year of demonstrated experience in a role involving educational technology, instructional design, or the application of emerging technologies within an academic or professional training environment.

PREFERRED QUALIFCATIONS

- Master's degree in a relevant field.
- Direct experience working in a higher education environment, supporting faculty and academic programs.
- Experience in the formal development and implementation of institutional policies related to technology and academic integrity.
- Experience conducting or supporting formal research projects.
- Experience with implementation of transformative educational technology.

REQUIRED SKILLS

- Strong understanding of core AI concepts (e.g., machine learning, large language models, natural language processing) and their practical applications in education.

- Hands-on proficiency with a range of AI tools and platforms relevant to pedagogy and research.
- Familiarity with Learning Management Systems (LMS), such as Moodle, and their integration with third-party educational technologies.
- Ability to synthesize outcomes from AI projects and pilots to assess effectiveness and inform strategy.
- Proven ability to architect, develop, and deliver effective training programs, workshops, and learning resources (videos, tutorials, guides) for a diverse faculty audience.
- Strong instructional design skills with an understanding of how to effectively integrate technology into curriculum to enhance learning.
- Comprehensive knowledge of AI ethics, data privacy, security, and compliance considerations within an academic context.
- Excellent communication and presentation skills, with the ability to explain complex technical concepts to non-expert audiences.
- Demonstrated ability to build collaborative relationships and foster a community of practice among faculty and academic staff.
- Proven skill in facilitating productive discussions and workshops that drive technology integration and innovation.
- Comfort working with autonomy on a range of evolving projects within a structure that emphasizes shared learning, transparency, and support.
- Strong problem-solving, analytical, and change management skills, with the ability to support and guide faculty through technological transitions.

WORKING CONDITIONS

- Regular work requires the use of a computer, sometimes in excess of eight (8) hours per day.
- Must be available to work nights and weekends as required due to business needs.

Equal Opportunity Employer
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