STANFORD UNIVERSITY

Manager, AI Tinkery

Stanford University

Details

Posted: 26-Oct-25

Location: Stanford, California

Type: Full-time

Categories:

Staff/Administrative

Internal Number: 107637

The **Stanford Accelerator for Learning (SAL)** seeks a full-time **AI Tinkery Manager** to oversee operations and programming. In collaboration with faculty and students, the Manager will be responsible for creating and sustaining an AI learning program in which individuals from all levels of experience can explore approaches to learning that leverage new AI tools. Our approach is hands-on, critical, human-centered, and collaborative. This person will collaborate well with students and faculty as well as technical staff in a fast-paced, project-based environment. If you enjoy engaging with and supporting a diverse community of learners, we want to hear from you!

Note: This is a 1-year fixed term position that may be renewed subject to funding and operational need. This position is based on Stanford's main campus and will be eligible for a hybrid work arrangement (minimum 3.5 days in the office per week). Interested applicants should include a resume and cover letter describing why they are interested in this position at this stage in their career.

ABOUT US

The AI Tinkery is hosted by the Stanford Accelerator for Learning. Housed at Stanford Graduate School of Education, the Stanford Accelerator for Learning is the first university-wide initiative connecting scholars across disciplines and with external partners to bridge research, innovation, practice, and policy, and bring quality scalable and equitable learning experiences to all learners, throughout the lifespan. The Stanford Accelerator for Learning focuses on learning challenges most in need of new discoveries, evidence, and solutions and where we believe Stanford can make the most difference. Those include adult & workforce learning, digital learning, early childhood education and development, equity in learning, learning differences, and policy & systems change.

The AI Tinkery is a sister space to the GSE Makery, which provides equipment and support for the Graduate School of Education community to improve lives through hands-on learning. The unique focus of the GSE Makery is captured in our motto, "Learn to make. Make to learn." The AI Tinkery extends the making ethos into the realm of AI tools, providing opportunities to design, tinker, build, craft, and create.

POSITION SUMMARY

Reporting to the Director of the AI Tinkery, the Manager will manage the day-to-day operations, programs, and student staffing of the AI Tinkery. The Manager designs and facilitates learning experiences, guiding Stanford community members and K-12 educators in creatively applying and critically understanding emerging AI tools and technologies. This includes computer maintenance, scheduling, and outreach communication. Our ideal candidate is highly organized, adaptable, and resourceful. They will also enjoy working with, guiding, and interacting with students, faculty, and the broader campus community.

CORE DUTIES:

Learning Lead*: Actively encourage and support the understanding, evaluation, and shaping of AI-based tools by developing and implementing new resources for instructors or students, assisting them with the tools, and creating and supporting an infrastructure that allows use of the tools in learning*.

- Develop and lead seminars, courses, or workshops about uses of AI technologies in educational contexts.
- Create and disseminate learning resources, including the tinkery model itself.
- Assess learning needs; develop and deliver workshops and innovative, user-friendly documentation.
- Consult on educational technology needs for instructors and/or students and provide or coordinate solutions.
- Engage in initiatives to encourage faculty and/or students to adopt the use of appropriate AI technologies in their teaching, learning, co-curricular activities, or research.
- Provide assistance in the direct integration of AI tools into course curricula, extra-curricular or co-curricular learning, and/or research projects.

Physical and Digital Spaces: *Oversee the operations and management of this evolving learning space*.

- Co-create and implement a vision for the AI Tinkery experience.
- Design and develop interactive and/or analog installations for the space.
- Recommend software, hardware, and multimedia equipment.
- Maintain appropriate accounts and login credentials for AI tools.
- Maintain the AI Tinkery calendar. Respond to inquiries about space usage and capabilities within and beyond SAL.
- Manage a team of student mentors.
- Maintain the AI Tinkery web site. Update marketing/branding as needed.
- Develop relationships with service providers throughout the university to advocate needs and obtain resources for faculty and students.
- Track attendance and usage data. Generate quarterly usage and budget reports.
- Staff advisory group meetings (schedule, invite, agenda, etc.).

Expertise:

- Stay informed about educational technology developments through lists, publications, and conferences.
- Provide outreach and advocacy within or across departments for effective and ethical uses of AI tools in educational settings.
- Assist with coordination of academic learning technology policies, procedures, and support.
- Participate in or lead projects to develop innovative uses of technology for research, student learning, and/or community building.

MINIMUM REQUIREMENTS:

To be successful in this position, you will bring:

- Bachelor's degree plus four years of relevant experience, or combination of education and

relevant experience.
- Ability to interact effectively and tactfully with members of the academic community; demonstrated experience working in an environment with colleagues of diverse backgrounds and customs.
- Ability to plan, design, develop and evaluate engaging multimedia learning/training objects.
- Demonstrated expertise with instructional design methodologies, pedagogical issues and best practices for classroom, online and hybrid learning.
- Ability to define and solve logical problems for technical applications.
- Experience with delivering applications in a networked environment.
- Excellent time management and project management skills. Demonstrated ability to manage a complex workload, prioritize tasks and use good judgment in providing services based on goal.
- Ability to coordinate and manage multiple projects in a complex and technical environment.
- Demonstrated supervisory experience.

DESIRED QUALIFICATIONS:

In addition, preferred qualifications include:
- Master's degree in relevant area of study (learning sciences, education, computer science) preferred.
- Previous experience teaching is a plus.

The expected pay range for this position is $96,212 - $113,000 per annum. Stanford University provides pay ranges representing its good faith estimate of what the university reasonably expects to pay for a position. The pay offered to a selected candidate will be determined based on factors such as (but not limited to) the scope and responsibilities of the position, the qualifications of the selected candidate, departmental budget availability, internal equity, geographic location and external market pay for comparable jobs.
At Stanford University, base pay represents only one aspect of the comprehensive rewards package. The Cardinal at Work website (benefits-rewards https://cardinalatwork.stanford.edu/) provides detailed information on Stanford's extensive range of benefits and rewards offered to employees. Specifics about the rewards package for this position may be discussed during the hiring process.

PHYSICAL REQUIREMENTS

- Constantly perform desk-based computer tasks.
- Frequent sitting.
- Occasionally stand/walk, reach/work above shoulders, grasp lightly/fine manipulation, grasp forcefully, use a telephone, sort/file paperwork or parts, lift/carry/push/pull objects that weigh up to 10 pounds.
- Rarely twist/bend/stoop/squat, kneel/crawl.

WORK STANDARDS:

- Interpersonal Skills: Demonstrates the ability to work well with Stanford colleagues and clients and with external organizations.
- Promote Culture of Safety: Demonstrates commitment to personal responsibility and value for safety; communicates safety concerns; uses and promotes safe behaviors based on training and lessons learned.

- Subject to and expected to comply with all applicable University policies and procedures, including but not limited to the personnel policies and other policies found in the University's Administrative Guide, http://adminguide.stanford.edu.

Why Stanford is for You

Stanford's dedicated 16,000+ staff, who come from diverse educational and career backgrounds. We are a collaborative environment that thrives on innovation and continuous improvement. At Stanford, we seek talent committed to excellence, driven to impact the future of our legacy, and improve lives on a global scale. We provide market competitive salaries, excellent health care and retirement plans, and a generous vacation policy, including additional time off during our winter closure. Our unique perks align with what matters to you:

- **Freedom to grow.** As one of the greatest intellectual hubs in the world, take advantage of development programs, tuition reimbursement plus $800 you receive annually towards skill-building classes, or audit a Stanford course. Join a TedTalk, film screening, or listen to a renowned author or leader discuss global issues.
- **A caring culture.** We understand the importance of your personal and family time and provide you with access to wellness programs, child-care resources, parent education and consultation, elder care and caregiving support.
- **A healthier you.** We make wellness a priority by providing access to world-class exercise facilities. Climb our rock wall, or participate in one of hundreds of health or fitness classes.
- **Discovery and fun.** Stroll through historic sculptures, trails, and museums. Create an avatar and participate in virtual reality adventures or join one with fellow staff on Stanford vacations!
- **Enviable resources.** We offer free commuter programs and ridesharing incentives. Enjoy discounts for computing, cell phones, outdoor recreation, travel, entertainment, and more.

We pride ourselves in being a culture that encourages and empowers you.

The job duties listed are typical examples of work performed by positions in this job classification and are not designed to contain or be interpreted as a comprehensive inventory of all duties, tasks, and responsibilities. Specific duties and responsibilities may vary depending on department or program needs without changing the general nature and scope of the job or level of responsibility. Employees may also perform other duties as assigned.

Consistent with its obligations under the law, the University will provide reasonable accommodations to applicants and employees with disabilities. Applicants requiring a reasonable accommodation for any part of the application or hiring process should contact Stanford University Human Resources at stanfordelr@stanford.edu. For all other inquiries, please submit a contact form.

Stanford is an equal employment opportunity and affirmative action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, protected veteran status, or any other characteristic protected by law.

Successful candidates will be required to complete a background check prior to working at Stanford University.

STANFORD
UNIVERSITY

About Stanford University

Why work at Stanford?Stanford University has changed the world, over and over again.We are one of Silicon Valley's largest employers - and also one of the most unique. Our mission is to educate future leaders and promote interdisciplinary, world-class research and teaching. This passion makes Stanford an intensely creative, rewarding, and challenging place to work. At the same time, our traditions of respect and collaboration sustain a humane, supportive environment in which to pursue your life and your career.At Stanford you'll work with bright, diverse, dedicated people. You'll find encouragement to learn and grow. You'll enjoy excellent benefits and an outstanding environment. How will it change you?

https://main.hercjobs.org/jobs/21779897/manager-ai-tinkery