

TITLE: Instructional Technology Specialist

CLASSIFICATION: Classified

SALARY GRADE: R

JOB DESCRIPTION:

Under general supervision, provides instructional technology expertise for the development and support of online course materials. Assists faculty with the design and development of instructional content to be used in traditional in-person courses, blended, and on-line courses; plan, coordinate and conduct workshops on the use of new technologies; conduct research on emerging technologies for use in an academic setting; and provide instruction and support to faculty to assist them in the development and/or improvement of technology skills.

SCOPE:

The Instructional Technology Specialist works with faculty and interfaces with other support staff to provide assistance, advice, and consultation in the process of the creation or revision of video, audio, web, animation, photographic, and other multimedia.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Develops and presents delivers technical training sessions and workshops; designs and develops print and web based user documentation; promotes Distance Education services.
2. Troubleshoots technical course design and technological issues with faculty; provides support for course management system; recommends appropriate use of technology to meet faculty members' instructional objectives. (moved up from below)
3. Works with multimedia software including, audio, video, web, animation, and photo to develop materials for online, hybrid, and face-to-face courses; researches new and emerging instructional technologies.
4. Develops instructional web and media-based interactive learning objects (tutorials, demos, training modules).
5. Assists in the development and maintenance of the Distance Education department's web presence.
6. Works with the course management system provider and Information Technology to ensure that support for online technology is being provided.
7. May train and supervise the work of student employees and short-term, non-continuing employees. (standard language)
8. May perform other duties as assigned.

ABILITY TO:

Analyze situations accurately and take appropriate action; identify problems and recommend solutions; work effectively with a variety of technological skill levels; be organized and multi-task with an understanding of organizational policies and activities; match appropriate instructional technology with instructor resources in any field of study; design visually-appealing graphics and web pages; communicate effectively with faculty and staff; demonstrate sensitivity to, and respect for, a diverse population.

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KNOWLEDGE OF:

Modern computing systems and applications, including course management systems, communication software, multimedia authoring software, graphic design and editing software, web design software and languages, and various technology applications; graphic design and visual communication principles; current pedagogical best practices in higher education online teaching and learning; current accessibility compliance and copyright regulations and practices; best practices for the use of multimedia in higher education teaching and learning applications; specific knowledge of the Canvas CMS, Adobe products, Microsoft Office products, current web programming languages, and Drupal preferred.

QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)

EDUCATION:

Bachelor's Associate's degree in instructional technology, instructional design, or Education or related field.

EXPERIENCE:

Significant (5 years of full-time equivalent) experience in providing technical training in group and individualized sessions, and some (1-2 years of full-time equivalent) experience with online course management tools, graphic and multimedia authoring software and website design software.

SPECIAL REQUIREMENTS:

Must be able to sit for a prolonged period of time in front of a computer monitor.