Position Summary:

The Instructional Technology Training Specialist reports to the Assistant Director of the Center for Distributed Learning and provides instructional technology training, professional development and instructional technology-related support for faculty and staff. The position supports the LMS system maintenance, updates, and upgrades.

Essential Duties and Responsibilities:

The following are the functions essential to performing this job:

1. Support the Assistant Director in collaborating with faculty, subject-matter experts and other College stakeholders to create materials and related deliverables associated with the design and delivery of online, hybrid, and web-enhanced face-to-face courses.
2. Develop, communicate, schedule, and deliver technical training and professional development sessions related to the College’s learning management system and other instructional technologies.
3. Use a range of multimedia software to develop instructional web and media-based interactive learning objects (tutorials, demos, training modules), print, and/or web-based training materials and user documentation for online, hybrid, and face-to-face courses.
4. Support the expansion of faculty’s instructional technological competence in various learning environments.
5. Conduct research to identify potential applications for new and emerging instructional technologies.
6. Monitor faculty’s completion of required and volunteer instructional technology training and professional development.
7. Support the Assistant Director with LMS maintenance, updates, and upgrades.
8. Support the Assistant Director and faculty in troubleshooting learning management and instructional technology issues.
9. Provide on-call support for LMS application-level issues.
10. Performs other duties as assigned.
Instructional Technology Training Specialist

Required Minimum Qualifications:

1. Bachelor’s degree
2. Two years of experience providing technology training
3. Experience working in a higher education setting

Desired Qualifications:

1. 3-5 years teaching experience
2. Graduate study in education, instructional design, or an academic discipline
3. Experience in designing and delivering instructional technology training and professional development
4. Knowledge of instructional design principles, online course development standards and procedures, and educational applications of social media and other innovative technologies
5. Experience using standard learning technologies including Microsoft Office applications and learning management systems, educational web and media-based technologies (e.g., Blackboard, Interactive Classroom technologies, Flash Professional, Camtasia, Googledocs, Adobe Creative Suite, HTML, HTML5, and JavaScript) (To be assessed at the interview.).
6. Experience troubleshooting hardware and software issues
7. Ability to communicate effectively with faculty and staff from diverse professional and academic disciplines with varying degrees of technological competence
8. Demonstrated ability to use varying styles, approaches, skills, and techniques that reflect an understanding and acceptance of the role of culture in a diverse, multicultural workplace
9. Effective oral, written, and customer service skills

Note: The College reserves the right to change or reassign job duties, or combine positions at any time