Sul Ross State University
Position Description

Official Title: CCRAA STEM COOP Distance Education Technologist   **Job Code:** 5415
Salary Group: 13

Summary
Function: Provide instructional and technical support to faculty and staff as they continue to integrate computer and media technologies into instructional curricula. Provide technical advising for CCRAA STEM COOP grant activities
Scope: Work with Project Coordinator to design, plan, and implement instructional technology.

Duties
Essential: Oversee and develop protocols for interactive televisual (ITV) methodology for CCRAA grant activity. Develop and conduct training programs and workshops in emerging instructional technologies for faculty and staff. Facilitate web-based course development with Blackboard and other proprietary courseware. Assist faculty in establishing their own instructional technology base and curriculum delivery for distance learning. Assist in ordering, installing, and troubleshooting computer equipment and software for Special Media courses in Arts and Sciences.   Assist in the implementation of new DE features, as well as day-to-day technical classroom delivery.
Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times.
Non-Essential: Reports activity to the Project Coordinator.

Supervision
Received: Reports to the Project Coordinator.

Education
Required: Experience presenting instructional technology to adult learners
Preferred: Bachelor's degree in computer related field, course work in computer-assisted learning; knowledge of special media classrooms.

Experience
Required: Documented significant experience in computer technology and interactive learning; experience with computer applications such as word processing, database, presentation software, and graphics programs; experience with networking.
Preferred: Experience in higher education; experience with adult learners

Equipment/Skills
Required: Knowledge of pc's, laptops, data projectors, video conferencing and systems operations; good communications skills.
Preferred: Diagnosis and repair of computer systems.

Working Conditions
Usual: Must be willing to work some evenings and weekends. Exempt from overtime provisions.
Special: Position is security sensitive.
Any qualifications to be considered in lieu of stated minimums require the prior approval of the Human Resources Director.

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Date revised: October, 2008