

Sul Ross State University
Position Description

Official Title: Graduate Instructional Technology Specialist

Salary Group: Professional Unclassified 4

Job Code: 3916

Summary Scope: Performs numerous responsibilities and activities for the PPOHA Accelerating Access & Opportunities in West Texas department to develop and maintain the graduate curriculum within the Learning Management System assists with planning and design for the on-line Graduate Programs and coordinates and facilitates resources for Faculty/Program Coordinators and graduate students.

Function: Assist with development of computer-based resources for the curriculum including development of guidelines for activities required for the on-line Graduate Programs. Prepare and manage student experiences as requested by faculty members. Assist with development of learning experiences for Graduate students. Assist Graduate faculty to develop high-quality learning resources effective with on-line, blended, and face-to-face learning environments. Manage and organize supplies, equipment, and materials for skills and learning activities. Assist faculty members to promote graduate student success.

Duties Essential:

Develop and present training programs and materials; conduct one-on-one and group application training; provide planning information for instructional programs; coordinate implementation and use of testing software, computer based training system, on-line course development, and interactive video instruction; support standardized software installation, including training and troubleshooting; consult and assist other teams within OIT; may service as a liaison between Information Technology Services and end users and vendors. Monitor educational technology developments, assess their functionality, and submit proposals for technology changes. Collaborate with faculty members in the design and development of on-line courses. Assist faculty and students to learn the characteristics and elements of the SRSU selected LMS. Advise and train faculty members on their use of the institution's LMS, multimedia, and other technologies, and use of learning roots to advance on-line and classroom instruction. Assist graduate faculty members to obtain certification for LMS operation. Provide technological support for on-line and classroom teaching/learning activities within the framework of the LMS to promote student achievement of course objectives.

Non-Essential: Performs additional job-related duties and responsibilities.

Supervision Received: Reports to PPOHA-AAO Director.

Given:

Education Required: Bachelor's degree.

Preferred: Master's degree

Experience Required: Minimum of three years job related experiences in computing and/or communications. Experience working with federal grants or in higher education. Familiarity with office machines to provide assistance with classroom resources for faculty members and students. Strong interpersonal and excellent writing skills. Demonstrated skills with on-line and computer-based technologies with motivation to learn new technologies and skills as technology changes. Any equivalent combination of experience, education and training may substitute for these requirements.

Equipment/Skills Required: Knowledge of modern computing, networking and communications systems; knowledge and training with university LMS, ability to organize and work effectively with an understanding of organizational policies and activities; ability to sit, reach, sort, file, type, write by hand, operate a personal computer and perform data entry while performing essential functions; proficient in communication, both oral and written; ability to lift, hold and carry approximately 50 pounds.

Working Conditions

Usual: Usual office and classroom conditions with attention and sensitivity to security and knowledge of SRSU policies and procedures. Standard office hours with occasional travel and some evenings to facilitate preparation for events. Exempt from Overtime provisions. Position is Security Sensitive.

Date revised: November 14, 2022