

**ASSISTANT INSTRUCTIONAL TECHNOLOGY SPECIALIST
(Grant-funded position)**

DEFINITION

Assists faculty and students working with educational applications of technology, including WebCT and other classroom management systems. Please note this is a grant-funded position that will terminate when grant funding is depleted.

SUPERVISION EXERCISED AND RECEIVED

Immediate supervision is received from Associate Dean, Instructional Technology and the Title V Director.

EXAMPLES OF DUTIES

Works closely with the Associate Dean, Instructional Technology and Title V supervisory personnel to train faculty, staff and students on instructional equipment and software use, insures the objectives of the grant are met with regards to instructional technology.

Assists in the preparation of instructional materials such as static web pages for faculty and staff.

Reads and interprets for faculty and staff, technical instructions related to operation of hardware, software and networks for use in instruction.

Performs a wide variety of clerical and administrative work related to the function of the Title V grant.

Provides customer service to school personnel or students within a framework of established procedures.

May provide indirect supervision of clerical positions or student workers.

Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

Basic computer systems.

Basic software packages, including word processing, presentation, spreadsheet, database, web page creation tools and graphics applications.

QUALIFICATIONS (continued)

Classroom management software, including WebCT.

Customer service protocol.

Ability to:

Apply customer service protocol and maintain a customer service oriented priority.

Establish and maintain cooperative and effective working relationships.

Communicate clearly and concisely, both orally and in writing.

Effectively communicate with faculty, staff, and students in a multi-cultural environment.

Work effectively with minimal supervision.

Travel to off-campus locations.

EMPLOYMENT STANDARDS

Minimum Requirements:

Six months of experience supporting faculty and students in an academic computing lab.

Familiarity with developing on-line course content and/or working with on-line classroom management tools.

Excellent verbal and written communication skills.

Successful completion of 12 college semester units or 18 college quarter units in the subject area of assignment.

Continuing Education Requirements:

Stay current in changing technology in assigned lab by reading and attending seminars and classes.