



Job Specification

Job Title: Educational Technology Specialist Associate
BCAT Code: 603X BJ
Pay Grade: G16

Effective Date: April 1, 2007
Revision Date: February 1, 2007
FLSA Status: Non-Exempt

General Description

Provides entry-level design and modification of moderate educational technology systems to include but not limited to WebCT, HTML, VRML, 3-D animation and software.

Examples of Duties

- Produces, edits, and publishes digital media content.
- Consults with staff and faculty on technology media usage.
- Assists in conducting workstation imaging.
- Conducts program analysis on educational technology.
- Assists in writing scripts and programs.
- Installs, maintains, and troubleshoots educational media, software, or hardware.
- Creates and maintains educational technology databases.
- Provides technical support to end users of educational technology.
- Performs other entry-level education technology related duties as assigned.

Knowledge, Skills, and Abilities

- Knowledge of educational technologies.
- Knowledge of integrated educational systems and event driven programs.
- Ability to multi-task and use independent judgment.
- Knowledge of Windows and programming languages (C, C++, Visual Basic, Pearle, Java, CGI, relational databases (Oracle), middleware, LANs, etc).
- Effective time management, customer service, analytical, and organizational skills.
- Effective oral and verbal communication with external and internal customers.

Minimum GSU Hiring Standards

Bachelor's degree and one year of related experience; or a combination of education and experience.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.