



Job Specification

Job Title: Educational Technology Specialist, Manager
BCAT Code: 460X BA
Pay Grade: G21

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

General Description

Manages the design, development, and modification of moderate and complex educational technology systems to include but not limited to WebCT, HTML, VRML, 3-D animation and software.

Examples of Duties

- Approves the development, production, editing, and publishing of digital media content.
- Consults and advises staff and faculty on technology media usage.
- Researches and recommends opportunities in new educational technology.
- Conducts program analysis, evaluation, and recommendation on educational technology.
- Manages the development and writing of complex scripts and programs.
- Oversees the installation, maintenance, and troubleshooting of educational media, software, or hardware.
- Assigns the creation and maintenance of educational technology databases.
- Provides technical support to end users of complex educational technology.
- Trains staff, students, and faculty on digital media content and technology.
- Performs other advanced level education technology related duties as assigned.

Knowledge, Skills, and Abilities

- Knowledge of complex educational technologies.
- Knowledge of integrated educational systems and event driven programs.
- Ability to multi-task, train staff, supervise staff, 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 four years 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.