



Job Specification

Job Title: Instructional Technology Specialist
BCAT Code: 460X BN
Pay Grade: G19

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

Job Description

Provides instructional technology services to the customers of the Rehabilitation Leadership Program.

Job Duties/Responsibilities

- Develops, produces, edits, and publishes digital or non-digital instructional technology content for the Rehabilitation Leadership Program.
- Consults and advises staff and faculty on technology media usage.
- Researches and recommends opportunities in new and emerging instructional technologies and develops alternative instructional strategies and formats.
- Conducts program analysis, evaluation, and recommendation on instructional technology media and programs.
- Installs, maintains, and troubleshoots instructional technology media, software, or hardware, and provides technical support to end users of instructional technology.
- Creates and maintains instructional technology databases.
- Trains staff, students, and faculty on instructional technology media.
- Performs other advanced level instructional technology related duties as assigned.

Knowledge, Skills, and Abilities

- Knowledge of complex instructional technologies.
- Knowledge of integrated educational systems and event driven programs.
- Ability to multi-task, train staff, and use independent judgment.
- Knowledge of Windows and programming languages (C, C++, Visual Basic, Pearle, Java, CGI, relational databases (Oracle), LANs, etc).
- Effective time management, customer service, analytical, and organizational skills.
- Ability to communicate effectively verbally and in writing.

Minimum Hiring Standards

Bachelor's degree and three 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.