Job Title: Instructional Technologist

Department: Information Technology

Supervisor or Manager: Assistant Director of Instructional Technology

Date Created: 1/29/07  Last Revised: 1/29/07  FLSA Status: E

Approved by (print name): ________________________  Signature: ________________________

Our Mission: It is the mission of Saint Michael’s College to contribute through higher education to the enhancement of the human person and to the advancement of human culture in the light of the Catholic faith.

Major Objectives of the Position:
- Faculty and staff are fully supported in their use of instructional technology
- Major learning trends and innovations are identified and implemented
- Appropriate technology is made available through ongoing investigation and research
- Documentation for campus learning systems, a variety of software and hardware, and related procedures is written and made available to clients

Essential Duties and Responsibilities:
- Manages a lab and/or a learning system
- Consults with and trains faculty members on their use of instructional technology
- Researches and follows instructional technology trends and innovations
- Sets up pilot groups and evaluates use of new equipment/software/learning systems/procedures
- Creates, documents and distributes material for training and implementation of instructional technology
- Develops training workshops for faculty and/or staff
- Assists faculty in training their students to use various software associated with courses
- With other team members, assists in planning summer technology workshop(s)
- Provides consultation on instructional technology to campus community

Secondary Responsibilities:
- Trains staff on certain work-related technology and procedures
- Assists students with course-related technology questions
- Tracks calls for statistical usage by department

Positions Supervised:
- Work-study students, Language Learning Resource Center: 12-15 per semester
- Student workers (non W/S): 2-3 per semester

Position’s Major Contacts:
- Almost all faculty, both tenured and tenure-track, as well as adjuncts
- Most office staff
- Student Life
- Provost
- Library Director
- Dean of the College
- All Information Technology staff
- International students
Demonstrates Excellence in this Position:
- Shows commitment to the Information Technology department’s mission of providing a robust technology environment for the students, faculty and staff of Saint Michael’s College
- Understands the important role of the department as primary information-technology provider on the SMC campus
- Demonstrates a sound understanding of academic and business processes/cycles that the department supports
- Displays an awareness of how the technologies deployed by the department affect those who use them
- Clearly understands the impact of change on customers and vendors/partners
- Creates stimulating, proactive communication plans and consistently completes projects on time and on budget
- Takes on new challenges willingly to enhance services provided by the department and for the betterment of the College
- Assumes responsibility for outcomes and takes appropriate action to ensure individual and team success
- Remains open to continuous evaluation and improvement at all times

Education and Work Experience Required:
- Bachelor’s degree in Instructional Technology/Business or equivalent combination of education and experience
- 2-3 years in technology support, preferably at a college or university level
- 2-3 years in successful client support
- 2-3 years experience as a trainer and/or teacher
- 1-2 years experience in technical writing, or an equivalent in coursework

Analytic Skills Required:
- The ability to assess the results of various analytical techniques in order to identify cause-and-effect relationships and then develop plans to change a situation.

Language and Literacy Skills Required:
- Reads and interprets a wide range of information. May interpret documents to others. Regularly writes reports and correspondence. Able to shift writing style as needed for different audiences. Regularly explains policies, listens to questions, responds, and problem solves. Speaks to individuals and small groups effectively.

Computer/Technology Skills Required:

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<th>Software</th>
<th>None</th>
<th>Working Knowledge</th>
<th>Intermediate</th>
<th>Highly Proficient</th>
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<td>Microsoft Word</td>
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<tr>
<td>Internet Research</td>
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<td>working knowledge</td>
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Other:
- Audio and video editing and recording software and hardware
- Pen-based technologies
- Classroom technology
- Course management systems

Intermediate:
- Help desk management software (eg., TrackIt!)
- Front Page
- Dreamweaver
Computer/Technology Skills Required (continued):

**Working knowledge:**
- Wireless technologies
- Social networking
- VOIP technologies
- Survey techniques and technologies

**Licenses, Certifications and Other Requirements:**
- None required

**Physical Demands:**
Work is often performed in a typical office environment requiring:
- Sitting in a normal seated position for extended periods of time
- Reaching by extending hand(s) or arm(s) in any direction
- Dexterity sufficient to manipulate objects with fingers, for example operating a computer keyboard
- Communication skills using the spoken word
- Vision sufficient to see within normal parameters
- Hearing sufficient to hear within normal range
- No or very limited physical effort
- No or very limited exposure to physical risk

While performing the duties of Instructional Technologist, occasionally the employee is required to lift and/or move 26-50 pounds.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential functions.

**Additional Requirements for the Job:**
- Clear, coherent oral and written communication skills
- Ability to work effectively both independently and in a team
- Availability to work some weekends and evenings at the start of new semesters, when incidents occur off hours and as requested by management
- Capacity for occasional overnight travel for conferences, training and meetings

The above job description in no way states or implies that these duties are the only duties performed by this employee. The incumbent is expected to perform other related duties necessary for the effective operation of the College.