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:
• Resources are provided for faculty to assist them in learning technology through workshops, demonstrations, and one-on-one consultations
• The Faculty Development Lab is maintained as the place for teaching/learning about available technology on campus
• The IT Department and other College departments are provided with timely information, data and recommendations pertaining to faculty technology needs and desires
• First-round comprehensive input and testing is provided for computer images to be used in labs and classrooms

Essential Duties and Responsibilities:
• Trains individual faculty and administrative assistants in effective use of computer technology
• Assesses need for, prepares and delivers technology demonstrations, workshops and other group training sessions
• Demonstrates technology tools and effective use of technology to students in classes when requested by faculty
• Assists faculty and administrative assistants with occasional software and hardware support issues in offices and specialized labs
• Provides first line of maintenance and troubleshooting support for the Faculty Development Lab
• Documents service provided in the IT work order system
• Tests new and upgraded academic software for compatibility with SMC computer build and network
• Collaborates with other IT staff members to recommend and test new computers and computer builds/images
• Assists with planning of faculty technology summer institutes and adjunct workshops

Secondary Responsibilities:
• Provides support and testing of classroom media equipment including podiums, projectors, VCR’s, DVD decks, etc.
• Assists with faculty orientations
• Creates and maintains materials for IT website with input from other team members
• Occasionally performs first-line troubleshooting of multi-media labs
• Supports students in their use of multimedia labs at a basic level, including creating documentation for scanning, digital video, etc.

Positions Supervised:
• None

Major Contacts:
• All faculty members on campus, including many adjuncts
• College administrators
• Staff
• Students
• All Information Technology Staff
Demonstrates Excellence:
• 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
• Performs at a high standard of technological proficiency despite multiple demands on time
• Meets requirements for successful image testing with a detail-oriented, conscientious, accurate approach and ability to communicate both to the end user and to other IT professionals

Education and Work Experience:
• Bachelor’s degree in Education, Instructional Technology or any liberal arts degree, or equivalent combination of education and experience
• Extensive experience and proficiency with wide range of computer hardware and software
• Proven effective presentation skills and speaking ability are prerequisites
• Instructional design experience

Analytic Skills:
• 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:
• 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:

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Other:
Microsoft XP operating system, scanning, digital video capture and editing, Smartboards, basic classroom media technology, OS X operating system, computer literacy

Licenses, Certifications and Other Requirements:
• None required
Saint Michael’s College  
Job Description  
Job Title: Senior Instructional Technologist

**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 Senior 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:**
- Flexibility and availability to work some weekends and evenings at the start of a new semester, when incidents occur off hours and as requested by management
- Overnight travel for conferences and workshops as required
- Must be a self-starter
- Excellent customer service skills are required, as well as the ability to teach effective use of technology to educators in one-on-one and group settings

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.