Job Description

Job Title: Instructional Projects Developer
Grade: N
Department: Professional Development
FLSA: Exempt

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

General Function:
Supports the maintenance of LearnerWeb, CPCC’s electronic tracking system for professional development and delivery of online employee training. Engages in special short-term technology projects for the college and its various departments. Assists in delivering technology training to all CPCC employees and faculty on new equipment, new software and upgrades to existing software.

Characteristic Duties and Responsibilities:

1. Serves as the point of contact for faculty and staff for access, training and troubleshooting technical difficulties with LearnerWeb.
2. Manages special projects with LearnerWeb, such as working with vendors on enhancements or customizations.
3. Processes SQL daily updates, and data corrections. Develop measures to ensure data is accurate and secured.
4. Assists administrators, faculty and staff with technology issues and questions relating to instructional development and management system.
5. Develops add-on computer skills courses and assessment tools.
6. Develops and delivers Microsoft Office training to faculty and staff.
7. Works with Information Technology Services on special projects relating to Instructional Development and/or LearnerWeb.
8. Assists with the planning of professional development training weeks (during May Daze, Winter Warm-Up and Fall Round-Up.)
9. Works with Corporate and Continuing Education on special projects as assigned.
10. Interfaces with the vendor for LearnerWeb.
11. Performs other departmental duties as assigned.

Reporting Relationships:
Direction Received: Reports to Director, Technology and Wellness
Direction Given: No authority or responsibility for supervision of others

The intent of this job description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position’s role, scope, FLSA status, or grade. March 2011
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**Minimum Requirements:**

Associate Degree from a regionally accredited institution in Information Technology or related field, significant related work experience and an unrelated associate’s degree may be substituted; 2 to 4 years of experience in learning management system experience; a valid driver's license in North Carolina or South Carolina.

**Knowledge, Skills, Abilities and Worker Characteristics:**

- Knowledge of learning system management technology
- Advanced-level skills in Microsoft Office Suite products including Access and Excel
- Understanding of interface between college network servers and outside vendor’s servers
- Strong presentation and training skills
- Understanding of college policies and procedures
- Exercise good judgment in evaluating and analyzing situations and making decisions
- Ability to communicate effectively

**Working Conditions:**

Typical office environment; frequently travel between buildings on campus and between campuses; may experience minor discomfort from extensive use of a computer display and keyboard.

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