



## Job Description

<b>Job Title:</b>	Instructional Systems Analyst	<b>Grade:</b>	J
<b>Department:</b>	Information Technology Services	<b>FLSA:</b>	Non-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:**

Evaluates, installs, maintains, supports, and promotes instructional technologies, solutions, innovations, and related services that address the teaching and learning needs of the college faculty, students, and staff.

### **Characteristic, Duties and Responsibilities:**

1. Provides services and support for the Learning Commons and Innovations Center, instructional technologies and audiovisual systems (including classrooms, conference rooms and event venues).
2. Evaluates, recommends, plans, implements, maintains, and promotes instructional technologies and related innovations, processes, and services that meet learning needs.
3. Develops tutorials and communications for instructional technologies and other information.
4. Advises, consults with, and trains faculty and staff to provide the best possible utilization of instructional technologies.
5. Explores and promotes the effective and efficient use of current instructional technologies.
6. Performs other associated duties as assigned.

### **Reporting Relations:**

**Direction Received:** Reports to the Supervisor, Instructional Technology  
**Direction Given:** No authority or responsibility for the supervision of other staff

### **Minimum Requirements:**

Associate Degree from a regionally accredited institution in Computer Science (or a discipline related to instructional technology), or three years of related work experience

### **Preferred Qualifications:**

Three years of related work experience at a higher education institution and/or Audiovisual control system experience



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

Knowledge of instructional technology theories, principles and methodologies  
Intermediate level of ability to operate, install, maintain, configure and diagnose complex hardware and software  
Current knowledge of existing and emerging instructional technology trends, applications, and tools  
Knowledge of Mac OS X and Windows XP and Vista  
Experience with relevant technology resources  
Ability to effectively implement and apply technology solutions  
Ability to interact and provide information to diverse individuals or groups  
Strong computer, analytical, organizational, and written/oral communication skills  
Ability to work often with others in a team environment

### **Working Conditions:**

Typical office environment