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:
Technical lead position focused on innovative approaches to leveraging various technologies in the teaching and learning process. Responsibilities are including but not limited to guiding the analysis, design, development, implementation, and maintenance of complex information systems, maintaining broad knowledge of evolving information systems, primarily involving academic technologies, system design and usability, platform selection and configuration, data storage and delivery.

Characteristic Duties and Responsibilities:

1. Researches and investigates evolving trends and emerging instructional technologies. Promotes their use through initiatives that foster innovation and incorporation of technologies to improve teaching and learning through replicable models.

2. Consults with faculty and staff to identify instructional development needs; provides recommendations regarding content, instructional design and platform use. Conducts one-on-one consultations with faculty, staff and students on emerging e-learning trends.

3. Hosts the Teaching and Innovations Commons for active faculty participation. Provides information, consulting and training on the appropriate use of technology in support of teaching, learning, and research. Develops processes to encourage best practices for identifying, evaluating, acquiring and maintaining technology enhanced learning tools and systems across academic disciplines.

4. Monitors external space for advances in learning technologies and tools; evaluates their potential impact for the College; recommends changes and helps to drive these changes throughout college departments as appropriate using judgment that is consistent with standards, practices, policies, procedures, regulation and/or government law.

5. Interfaces with technical systems and networking staff for the support of instructional technology as required in developing solutions to problems that cross departmental boundaries.

6. Provides assistance to resolve escalated end-user support requests. Works with Help Desk supervisory staff to create support strategies and training for supported systems. Document, track, and resolve application and/or platform bugs and errors.

7. Performs analysis of existing information system products to identify solutions for requested services, business problems, and/or functional requirements of projects. Facilitates annual technology planning in college departments.

8. Assists the Assistant CIO to plan, market, monitor and implement events and functions pertaining to educational and academic technologies across college campuses.

9. Performs other duties as assigned.

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.

September 2009
Job Title: Project Lead Learning Technology Innovations
Department: Information Technology Services
Grade: N
FLSA: Exempt

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Reporting Relationships:
Direction Received: Receives direction from the Assistant Chief Information Officer (CIO) and Executive Director for Learning Technology
Direction Given: Provides functional direction to project team members or other Information Technology Services staff to develop solutions

Minimum Requirements:

Bachelor’s degree from an accredited institution in Computer Science or a field related to information technology and 4 years of instructional technology experience; or an associate’s degree from an accredited institution in Computer Science or a field related to information technology, 6 years of instructional technology experience, and 2 years of experience in project coordination or management

Knowledge, Skills, Abilities and Worker Characteristics:

Knowledge of operating systems, networks, software applications and hardware platforms utilized at the college
Knowledge of current practices in the administration of technology-based instructional systems
Knowledge of instructional design principles and accessibility requirements
Ability to support learning management systems and related technology
Skills to develop educational video and multimedia applications
Familiarity with current trends in online education and associate technology
Knowledge and application of emerging technology and associate software
Working knowledge of web servers, web programming languages, databases and related technology
Website design and development skills
Demonstrated project management and implementation skills
Ability to apply technology in teaching/learning process
Ability to lead and motivate other employees
Ability to maintain effective working relationships with those contacted in the course of work
Ability to efficiently manage time and organize work
Ability to communicate clearly, verbal and written
Ability to maintain a customer focus in providing technology services
Job Title: Project Lead Learning Technology Innovations
Department: Information Technology Services
Grade: N
FLSA: Exempt

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Working Conditions:

Typical office environment; sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires fingering, grasping, and repetitive keyboarding motions; vocal communications is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; no adverse environmental conditions; infrequently traveling between buildings on campus, to other campuses, locally or out-of-town to attend meetings and conferences; may work in construction areas requiring use of safety equipment and exposure to hazardous materials, and uncomfortable physical environment.

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.

September 2009