Classification Specification for Unclassified Service

**Title:** Instructional Technologist II

**Pay Scale Group:** 71 G

**Essential Function**

Under general supervision from a designated administrator, responsible for instructional technology systems, infrastructure, and faculty support services required for the effective integration of technology for teaching and learning. This position is responsible for technical development.

**Characteristic Duties**

Consult with and provide faculty with training and best practices for using Moodle, personal response systems, telepresence video-conferencing, lecture capture, and other classroom computing technology in support of blended and online courses; applies expertise in technology and instructional design across a range of media formats and platforms to produce online courses; ensures that systems, products and services meet organizational standards with regard to classroom technology design, installation, and support;

Provide technical training and production services to faculty using products such as Lecture Capture in support of online and blended courses;

Responsible for instructional technology systems, infrastructure, and faculty support services required for the effective integration of technology for teaching and learning; developing and documenting support/incident management processes; identify current technology needs as well as future direction and trends in online learning;

Works with business units to achieve instructional objectives and identifies, reports, and resolves issues; designs, develops, and produces multimedia projects based on project objectives, format, methodology, target audience, content, budget, timelines, and available facilities and resources;

Applies technical expertise, instructional design principles, pedagogical best practices, and business analysis concepts to provide user support and training on new applications; identify, evaluate, and define faculty and student needs;

May develop technical documentation (designs, specifications, processes, workflows) and communications;

Serves as seasoned and proficient professional;

Other related duties as assigned.

**Minimum Qualifications**

Bachelor’s in Computer Science, Information Technology, Computer Engineering, or a relevant degree and two (2) years’ experience; -OR- an Associate’s degree with four (4) years’ experience; -OR- six (6) years’ experience. Experience includes instructional use of course management systems, lecture capture, video-conferencing, technologies and pedagogical methods that promote active learning. Requires fluency with Windows and Macintosh operating systems, Microsoft Office, basic web-editing, video-editing, and pedagogical uses of blogs, wikis, and other social platforms. Must be able to step into the job and perform effectively and efficiently. Possesses a thorough understanding of commonly-used concepts, practices, and procedures and contributes through experience, collaboration, and problem resolution.