

Instructional Technology Specialist

Function of Job:

Under general direction of designated official, provide support of production and presentation technology services; coordinate instructional technology services for electronic classrooms and labs; coordinate the use of media equipment in campus venues for campus events; supervise the maintenance of assigned equipment; train and assist faculty staff and students in the use of permanently installed and portable equipment; assist in the design and oversee creation of technology enhanced classrooms; maintain all aspects of an equipment inventory; hire and schedule student workforce.

Characteristic Duties and Responsibilities:

1. Provide support for classroom technologies across campus, including supervision and assessment of services and advising faculty on techniques and materials.
2. Develop, deliver, and evaluate training for faculty, staff and students concerning the use of instructional technology materials, computer software and equipment and policies and procedures related to such equipment.
3. Manage, maintain, and troubleshoot equipment and production facilities, including coordinating equipment repair, resolving compatibility issues, supervising installation of classroom and/or lab technology.
4. Research and purchase computer hardware and software for multimedia production and computer based media equipment
5. Maintain database of equipment inventory and usage.
6. Hire, supervise, train, and evaluate student workers and/or staff as assigned.
7. Collaborate with other departments in planning and effecting media technology use in significant campus events, such as commencement, orientation, and conferences.
8. Develop and maintain documentation for technical and operational needs.
9. Coordinate and complete special projects as assigned.
10. Research and develop new classroom and media technology applications on campus.
11. Manage budget and facility resources as assigned.
12. Oversee use of video conferencing technology, including training and application of appropriate policies.
13. Collaborate with information technology systems to provide delivery of instructional technology and/or media support services.
14. Perform related duties, as assigned.

Minimum Acceptable Qualifications:

1. Bachelor's degree in education, instructional media or related field and one year of related experience, or Associate's and three years of experience.
2. Knowledge of theory, operation and maintenance of audio and video systems, including concepts of signal flow and demonstrated knowledge of troubleshooting techniques and processes.
3. Skill and experience in the production of effective instructional materials.
4. Supervisory ability.
5. Information Technology skills as required by the department.

Additional Desirable Qualifications:

1. Experience as an electronics bench technician, performing component level troubleshooting, and repair.
2. Training experience.

12/2/2002
System Approval

7/1/2002
Effective Date

This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.