

Senior Instructional Technology Specialist *

Function of Job:

Under administrative direction of designated official, oversee campus instructional technology operations and provide technical leadership in the production and presentation of technology services and systems employed for instruction, presentations and special events; supervise staff; develop and maintain policies and procedures related to areas of responsibility; manage projects; oversee training programs and provide training in specialty areas; design and oversee systems and equipment used in technology enhanced classrooms.

Characteristic Duties and Responsibilities:

1. Supervise and assess the quality of delivery, installation and support of classroom technologies and equipment for the campus.
2. Oversee audiovisual equipment and instructional materials set up and delivery in campus venues, including technology-enhanced classrooms and labs.
3. Implement and assess training programs for faculty regarding optimum instructional practices for the electronic classroom.
4. Supervise the management, maintenance and troubleshooting of equipment and production facilities, including coordinating equipment repair, resolving compatibility issues, supervising installation of classroom and/or lab technology.
5. Provide analysis and statistics of equipment usage from complex database of equipment inventory, maintenance, repair history, and warranty information.
6. Hire, supervise, train, and evaluate staff and student workers as assigned.
7. Provide leadership in collaborating with other departments to plan and design effective media technology use in significant campus events, such as commencement, orientation, and conferences, and oversee and evaluate the performance of media technology in the events.
8. Ensure compliance with applicable federal and state statutes, such as Fair Use and Intellectual Property Guidelines, by communicating policies to users and training media technology staff concerning their application.
9. Direct the technical and operational documentation requirements for campus instructional technology and oversee the research and development of new campus instructional technology applications.
10. Manage special projects in area of expertise as assigned.
11. Supervise and coordinate the campus satellite system.
12. Develop and oversee budget and facilities and coordinate media needs in the design/re-design of academic facilities.
13. Provide leadership for video conferencing technology and applications and for interfacing with information technology systems, such as networking and telecommunications, on the delivery and evaluation of instructional technology and/or media support services through voice, cable, data and fiber networks.
14. Facilitate course delivery via web technology and support faculty efforts to use such technology.
15. Perform related duties, as assigned.

Minimum Acceptable Qualifications:

1. Bachelor's degree in education, instructional media or related field and three years of related experience, or Associate's and five years of experience.
2. Technical competence with audiovisual, computer and control system integration as well as audio and video signal characteristics.
3. Familiarity with major instructional technology vendors, products and technologies.
4. Budget and supervisory experience.
5. Project management experience and organizational skills.
6. Other information technology skills as required by the department.

* Revision – original approved 9/22/77 as “Media Specialist IV”, revised 11/18/77 and 8/5/94 as Media Specialist V.

Additional Desirable Qualifications:

1. Experience in higher education.
2. Master's degree.

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.