

Sul Ross State University

Position Description

Official Title: Instructional Technology Specialist **Salary Group:** 13 **Job Code:** 3225

Summary

Function: Develops and provides in-depth applications and systems training for end users. Works in conjunction with the team leader to coordinate and develop instructional programs and seminars, application training programs, and support for special initiatives within OIT.

Scope:

Duties

Essential: Develop and present training programs and materials; conduct one-on-one and group application training; provide planning information for instructional programs; coordinate implementation and use of testing software, computer based training systems, on-line course development and interactive video instruction; support standardized software installation, including training and troubleshooting; consult and assist other teams within OIT; may serve as a liaison between Information Technology Services and end users and vendors; maintain procedures and policies to ensure the security and integrity of systems/networks. May be required to work a flexible schedule, including nights, weekends and holidays. Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times.

Non-Essential: Performs additional job-related duties and responsibilities.

Supervision

Received: Reports to Team Leader.

Given:

Education

Required: Bachelor's degree.

Preferred: Master's degree, or advanced military training with additional technology and network systems certification.

Experience

Required: Three years job related work in computing and/or communications. Any equivalent combination of experience, education and training may substitute for these requirements.

Preferred:

Equipment/Skills

Required: Knowledge of modern computing, networking and communications systems; ability to organize and work effectively with an understanding of organizational policies and activities; ability to sit, reach, sort, file, type, write by hand, operate a personal computer and perform data entry while performing essential functions; proficient in communication, both oral and written; ability to lift, hold and carry approximately 50 pounds.

Preferred:

Working Conditions

Usual: Exempt from Overtime provisions. Position is Security Sensitive.

Special:

Any qualifications to be considered in lieu of stated minimums require the prior approval of the Human Resources Director.

Date revised: October, 2002