Instructional Technology Specialist
Distance Learning Center

POSITION SUMMARY:

The Distance Learning Center of Mississippi College seeks an energetic and experienced individual to fill its position of Instructional Technology Specialist, especially concerned with assisting faculty to build online class and supporting students, faculty, and staff in advancing online learning programs. This is a full-time position reporting to the Moodle Coordinator for Online Development and Services.

The successful candidate will support faculty with instructional content that is used in traditional on-campus courses, hybrid, and online courses; plan, coordinate and conduct workshops on the use of Moodle integrated technologies (Respondus, TurnItIn) and new technologies (virtual classroom), conduct research on emerging technologies for use in an academic setting, and provide instruction and support to students and staff to assist them in the development and/or improvement of technology skills. The position may require occasional evenings and weekends. This is a full time position.

ESSENTIAL FUNCTIONS:

Expectations for this position will include, but are not limited to:
- Support director in developing and delivering technical training sessions and workshops;
- Work with faculty in developing and teaching online courses and students in orienting them to online learning;
- Work with a wide range of multimedia software including, audio, video, web animation, and photo to develop materials for online, hybrid, and face to face courses;
- Develop instructional web and media-based interactive learning objects (tutorials, demos, training modules);
- Assist director in the development and maintenance of the department's web presence;
- Troubleshoot technical course design issues with faculty;
- Conduct research to identify potential applications for new and emerging instructional technologies;
- Collaborate with director on departmental and college-wide projects;
- Participate on College committees as assigned;
- Design and develop print and web based user documentation;

- Conduct software application training sessions for students and faculty (eg., Microsoft Office, Respondus, TurnItIn, virtual classroom);
- Assist in help desk support;

OTHER RESPONSIBILITIES:

- Other duties as assigned by the director

DESIRED QUALIFICATIONS:

- Bachelor's degree in instructional technology, instructional design, or Education preferred; Master's degree preferred
- 2 years of experience working in the instructional technology field in Higher Education setting
- Experience providing technical support and training in group and individualized sessions
- Intermediate to advanced skill in the use of Microsoft Office applications, including, Word, Excel, PowerPoint, Access, Publisher, Windows 7
- Intermediate to advanced skill in the use of the Moodle course management system
- Intermediate to advanced skill in using web and media based technologies for education, such as but not limited to Flash Professional, Camtasia, Google docs, VoiceThread, Adobe Creative Suite, HTML, HTML5, CSS, and JavaScript
- Curiosity about and commitment to learning cutting edge technologies for support of education online
- Strong leadership skills
- Ability to work with and train in both a PC and Macintosh environment
- Knowledge of instructional design principles
- Knowledge of online course development standards and procedures
- Knowledge of educational applications of social media
- Knowledge of educational theories, including instructional systems design, and adult learning theory
- Excellent oral and written communication skills
- Excellent presentation skills
- Excellent customer service skills
- Positive attitude

Reports to: Instructional Technology Supervisor/Chief Information Officer
FSLA Status: Exempt