Job Description: Instructional Technology Specialist

The Instructional Technology Specialist shall be appointed by the Board of Trustees upon recommendation of the President. The salary and terms of the office shall be fixed by the Board of Trustees upon the recommendation of the President. The position reports to the Director of Instructional Technology.

Qualifications:
Bachelor’s Degree and valid driver’s license required. Familiarity with various technologies such as tablets, learning management systems, video/captioning software, and assistive technologies is preferred but not required.

Position Overview:
The Instructional Technology Specialist shall be responsible for working with the Instructional Technology team to support the daily operations of online programs and instructional technology needs. The person in this position will also work closely with the Office of Access and ADA Services to provide assistance to faculty, students, and staff at various MACC locations. This position will be located in Moberly with hours of 10 am-7 pm Monday through Thursday and 8 am-5 pm Fridays with the possibility of working from our Columbia location two days a week. A Bachelor’s degree is required. Familiarity with various technologies such as tablets, learning management systems, video/captioning software, and assistive technologies is preferred but not required. This is a full-time, 12-month, exempt position covered by the Public School Retirement System of Missouri (PSRS).

Duties and Responsibilities include:

1. Support students, faculty and staff via phone, email and in person with technology questions and issues;
2. Learn use of assistive technology on an as needed basis; train and meet with students regarding software as required by ADA office;
3. Assist instructors in developing ADA compliant course materials; monitor online course content for compliance; troubleshoot issues with software and instructional materials as needed;
4. Develop, teach, promote and track Discover Technology (BTOP) courses at Moberly site as needed;
5. Advise and enroll students in Discover Technology courses; train advisors on advising and enrolling students in those courses as needed;
6. Develop and lead faculty professional development sessions and student training sessions in collaboration with Instructional Technology Team, covering technologies such as MACC’s learning management system, Blackboard Collaborate, myMACC, email, Microsoft Office, ITV, and other educational technologies;
7. Develop and create video training modules for instructors and students in conjunction with Instructional Technology team as needed;
8. Create dual credit course shells; enroll dual credit faculty and students;
9. Troubleshoot technology issues; research and implement solutions and report progress to Director of Instructional Technology;
10. Complete hybrid and online course audits as needed;
11. Research and advise Director of Instructional Technology regarding technologies and instructional methods;
12. Communicate college policies, procedures, developments and events to students;
13. Participate in committees, professional workshops and conferences;
14. Perform other duties as assigned.