

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
CLASSIFIED POSITION DESCRIPTION**

**JOB TITLE:** Educational Technologies Trainer

**BASIC FUNCTION:** Under the supervision of the area Director, performs a number of duties and responsibilities related to assisting the District's faculty training and development efforts related to educational technologies in the classroom.

**PROVIDES WORK OR LEAD DIRECTION TO:** Not applicable – no permanent full-time staff to supervise.

**REPRESENTATIVE DUTIES:**

1. Works with others in the District in accomplishing technology-based faculty development.
2. Assists in the development and maintenance of a District faculty educational training plan.
3. Assesses, monitors, and recommends District faculty educational technology needs.
4. Develops, promotes, and conducts technology-related faculty training workshops, seminars, and conferences.
5. Provides leadership, infusing new technologies into the District's classrooms.
6. Researches, analyzes, and recommends academic technology-related purchases for the District.
7. Assists in the equitable distribution of educational technologies to faculty and classrooms.
8. Contributes to the organization, development, and presentation of the On-Line/Multimedia Faculty Academy.
9. Develops educational technology support for specified academic servers.
10. Assists in the preparation of reports and correspondence relating to District faculty educational technology issues.
11. Supports and assists the Dean with technical issues relating to the on-line environment, networks, and related computer technologies.
12. Participates in District-provided in-service training programs.
13. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
14. Performs other duties, related to the position, as assigned.

**EDUCATION:** An associate degree from an accredited institution in a computer-technology related area, education or educational technologies, with emphasis on instructional applications, or a related field, is required.

**EXPERIENCE:** Two years of closely related experience working in a college or university, or equivalent organization is required. Experience working with and training faculty in computer-based educational technologies is desired.

**LICENSES/CERTIFICATIONS:** None.

**OTHER:** Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students, staff, and the community.

**KNOWLEDGE OF:** Modern office practices and technology; proper English usage, grammar, punctuation, and spelling; business letter writing and report writing; basic mathematics.

**ABILITY TO:** Provide clerical support; maintain confidentiality in all matters as appropriate; learn, interpret, and apply rules, policies, and procedures; plan, organize, and prioritize daily assignments and work activities; communicate effectively in written and oral form; deal tactfully and effectively with co-workers, and the general public; maintain accurate and well-organized records; use a computer for data and word processing; operate and maintain a variety of office equipment as necessary in the performance of daily activities; perform required mathematical calculations quickly and accurately.

**CONTACTS:** Co-workers, other departmental staff, faculty, and students.

**WORKING CONDITIONS:** Normal office environment.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951)222-8039.