

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
CLASSIFIED POSITION DESCRIPTION**

JOB TITLE: Instructional Technology Specialist

BASIC FUNCTION: Under the supervision of the area Dean, coordinates the activities of the Faculty Innovation Center by providing instructional and administrative technology training and support for the college's faculty and staff; develops and maintains academic departments, programs, and faculty websites; coordinates the integration of technology in the classroom and facilitates the exploration and implementation of new technologies to the college, acts as liaison to Information Services for the resolution of instructional hardware and software problems and/or projects.

PROVIDES WORK OR LEAD DIRECTION TO: N/A

REPRESENTATIVE DUTIES:

1. Develops and maintains academic department/programs and faculty websites and assures compliance with applicable standards and regulations.
2. Provides technical support and direction in administrative and instructional applications to college faculty and staff.
3. Processes paperwork necessary to instructors, students, and campus administrators relating to the computer laboratories, including student employees' timesheets, notice of laboratory hours, and other materials.
4. Coordinates the acquisition, installation, and maintenance of computer software in the classroom, phone installations and R25 database maintenance.
5. Orders instructional supplies, parts, and equipment and maintains inventory records.
6. Follows procedures for contacting and obtaining repair service and maintains records of instructional equipment repairs.
7. Provides software assistance, training and software issue resolution to users (faculty and staff and forwards work order to Information Services as necessary.
8. Consults with faculty and staff on instructional requirements for the computer laboratories ensuring that mutual goals are met.
9. Responds to faculty and staff questions with regard to micro computing technology and applications.
10. Develops and maintains academic department/program and faculty websites.
11. Develops workshop content, conducts technology training workshops, develops workshop schedules and researches new topics relevant to the use of technology in education.
12. Facilitates daily lab activity in the Faculty Innovation Center (FIC).
13. Acts as liaison to Information Services for the resolution of instructional hardware and software problems and/or projects.
14. Contacts vendors for quotes; prepares requisitions and maintains subscription to software licenses used in computer laboratories.
15. Provides graphic design services for web and print media to different college departments.
16. Assists in class schedule development including checking and resolving class scheduling conflicts using Datatel and Resource 25 (R25) reports, performing periodic classroom inventory, and monitoring R25 and Datatel academic databases.
17. Assists the President's Office and District Information Services with analog, digital, and VoIP phone installations.
18. Processes paperwork necessary to instructors, students, and campus administrators relating to the computer laboratories, including student employee timesheets, notice of laboratory hours, and other materials.

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19. Participates in District-provided in-service training programs.
20. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
21. Performs other duties, related to the position, as assigned.

EDUCATION: Graduation from high school or GED equivalent is required. College course work in Computer Information Systems is preferred.

EXPERIENCE: Two years of closely related experience in Computer Information Systems is required. Experience dealing with the operation of an instructional laboratory and technology training are an asset.

LICENSES/CERTIFICATIONS: None.

KNOWLEDGE OF: Microcomputer hardware and related operating systems; microcomputer applications, especially in the areas of word processing, spreadsheets, database management systems, and other popular software; local area networks; web development standards including HTML, XHTML, CSS, and Section 508 Accessibility compliance; graphic design; Resource 25 and Datatel; micro computing technology and applications especially as they relate to higher education and curriculum; modern office practices and procedures and equipment; and problem solving techniques related to instructional technology.

ABILITY TO: Maintain an effective working relationship with students and staff; learn and understand Datatel and R25 systems; develop and maintain a variety of reports related to training and classroom events; maintain websites with contemporary information for users; establish working relationships with faculty, managers, and staff; and deliver training in a clear and concise manner.

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.

CONTACTS: Co-workers, students, hourly workers, lab aides, student lab aide supervisor, other departmental staff, faculty vendors, consultants, contractors, and other campuses.

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.