

The University of Texas at San Antonio

Job Description

Job Title: Instructional Technology Specialist
Code: 18130
Salary Grade: 58
FLSA Status: Exempt
Department/Division: Job available in different departments/divisions
Reports To: In accordance with specific departmental policies

Summary

<p>Function: Provides technical instructional guidance to faculty to develop and enhance teaching through various Learning Management Systems formats.</p> <p>Scope: Responsible for coordinating with faculty in the development of instructional materials and strategies as they relate to online learning formats.</p>
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Duties

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| <ul style="list-style-type: none">• Typical:<ol style="list-style-type: none">1. Assists in the development of curricular materials and course design documents.2. Makes recommendations to improve quality and/or effectiveness of the course or materials.3. Provides support in the development of web-enhanced and hybrid courses.4. Updates online instructional materials for delivery to graduate and undergraduate students, maintaining integrity of effective instruction through technology.5. Serves as a higher education learning professional giving faculty information on effective pedagogies to be used with online instruction.6. Updates content for courses with Flash, Dreamweaver, Respondus, Acrobat and other software packages.7. Informs faculty of latest findings on best teaching practices.8. Researches and implements various media techniques for teaching and learning.9. Provides instructional sessions on distance learning teaching styles and methodologies based on individual or group needs.• Periodic:<ol style="list-style-type: none">1. Other duties as assigned. |
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Education

Required	Preferred
Bachelor's degree from an accredited	Bachelor's degree in education, instructional

institution.	design/technology, or communication.
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Other Requirements

Required	Preferred
Ability to work on a variety of tasks simultaneously.	N/A
Excellent communication skills	
Criminal Background Check (CBC)	

Experience

Required	Preferred
One year of experience as an instructional designer, developer, trainer, or educator.	Two years experience as an instructional designer, developer, trainer or educator.
Experience working with Learning Management Systems (LMS), such as Blackboard, WebCT, Moodle, etc.	Similar experience within higher education.

Equipment

Required	Preferred
Use of standard office equipment and standard audio/visual equipment.	N/A
Experience with a content or learning management system.	

Working Conditions

Usual	Special
Standard office environment.	May be required to travel between campuses.

Supervision

Received	Given
General instruction from direct supervisor. Determines own work sequence within limits of established policies and procedures.	May supervise students and/or assigned support staff.

Accuracy

JC18130

Position requires a high degree of creativity, interpersonal communication, and detail orientation.

Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.