

The University of Texas at San Antonio

Job Description

Job Title: Adobe Specialist

Code: 18131

Salary Grade: 62

FLSA Status: Exempt

Department/Division: Teaching, Learning & Digital Transformation

Reports To: Associate Director for Digital Transformation Initiatives and Strategy

Summary

- **Function:** Provides expert consultation and support for faculty, staff and students using the Adobe Creative Cloud suite.
- **Scope:** Responsible for training, supporting, and orienting faculty, staff, teaching assistants, and students to Adobe Creative Cloud. Creates and offer trainings, provides technical support, tests functions and develops documentation on effective practices, job aids and workarounds. Participates in the development of activities that help integrate Adobe Creative Cloud technology into various curriculum areas. Works collaboratively with campus constituencies and contributes to the development of strategies and programs in support of digital literacy. Promotes Creative Campus to external institutions and highlights UTSA's role as an innovator in the area of digital literacy.

Duties

- **Typical:**
 1. Develops workshops/webinars, instructional materials, and outreach for faculty adopting Adobe Creative Cloud. Monitors analytics to measure the effectiveness of training materials and promotion.
 2. Analyzes, prioritizes, and assesses the needs for professional development on digital literacy and Adobe Creative Cloud for faculty, staff, and students based on metrics to ensure utilization and effectiveness of Adobe software.
 3. Provides training and support to faculty, staff, and students to Adobe Creative Cloud through tutorials, consultations, group activities, or workshop instructions.
 4. Acts as point of contact and answers questions by email, phone, walk-ins, and appointments.
 5. Consults with faculty and staff on appropriate use of Adobe Creative Cloud

usage for instructional purposes.

6. Participates in the development of activities that help integrate Adobe Creative Cloud technology into various curriculum areas to enhance student engagement and create a relevant learning experience.
 7. Provides input in the process of implementing and supporting tools, documentation, and materials for online learning.
 8. Tests functions of specific tools within Adobe Creative Cloud, develops documentation on effective practices, job aids and workarounds, maintains resources up-to-date.
 9. Consults with Learning Accessibility Experience Specialist and Student Disability Services on establishing artifacts, applications, and practices leading to meaningful accessibility standards.
 10. Promotes UTSA's role as a Creative Campus to external institutions and co-develops content and training materials.
 11. Works closely with Adobe representatives to plan training sessions and acquire promotional materials.
 12. Works collaboratively with campus constituencies and contributes to the development of strategies and programs in support of digital literacy projects.
 13. Assists Academic Innovation leadership in the promotion of UTSA's role and impact as an Adobe Creative Campus.
 14. Provides training and mentorship to supporting student workers.
 15. Performs other duties as assigned.
- Periodic:
 1. Keeps abreast of technological advances and makes recommendations for use.
 2. Assists with special projects, as assigned.
 3. Assists with contracts related to Adobe Creative Cloud.
 4. Develops and delivers presentations at professional meetings and conferences.
 5. Directs team meetings as needed.
 6. Creates reports and presents data to leadership.

Education

Required	Preferred
Bachelor's degree from an accredited	Master's degree from an accredited institution.

institution.	
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Other Requirements

Required	Preferred
<p>Excellent verbal and written communications skills including the ability to communicate with non-technical and technically perceptive users.</p> <p>Demonstrated leadership, communication, collaboration and highly effective organizational skills.</p> <p>Ability for strong attention to detail.</p> <p>Demonstrated willingness to learn new skills.</p> <p>Willingness and ability to remain flexible in role and responsibilities.</p> <p>Strong desire to serve faculty and staff clients.</p> <p>Ability to work independently and collaboratively with others in an academic community remotely and in-person.</p> <p>Project management experience, including the ability to identify goals, develop timelines, plans, milestones, and to track progress and provide updates.</p>	<p>Adobe Certified Expert (ACE) Credential</p> <p>Highly positive outlook and the ability to work with diverse groups and interests.</p> <p>Excellent planning and organizational skills; ability to multi-task, adapt to changing priorities, and meet deadlines.</p> <p>Ability to maintain a positive work atmosphere by acting and communicating in a manner that fosters teamwork and collaboration.</p> <p>Demonstrated ability to perform duties with a high level of professionalism, flexibility, discretion, judgement, diplomacy and tact.</p> <p>Ability to promote and build consensus in the use of Adobe Creative Cloud.</p> <p>Strong leadership skills; delegating tasks, creatin goals, and providing mentorship to collaborators.</p>

Experience

Required	Preferred
<p>Five years of progressively responsible experience in developing and delivering training programs with an emphasis in graphic design, marketing or related area.</p>	<p>-Five or more years of experience working with all of the applications within Adobe Creative Cloud, to include but not limited to Photoshop, Illustrator, Premiere, Dreamweaver, Rush and Spark.</p> <p>-Experience working and/or teaching in a higher education setting.</p> <p>-Ability to collect data, analyze findings and create reports with accuracy and attention to detail.</p>

Equipment

Required	Possible
<p>Standard office equipment.</p>	

Working Conditions

Usual	Special
Typical office conditions. Remote and on campus.	Occasional evening and weekend work. Travel to state and national conventions and workshops.

Supervision

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

Accuracy

Proficiency in all phases of duties performed.
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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 of the Texas Education Code.
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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.
