POSITION TITLE: Academic Technology Specialist

JOB CLASS: Staff
SUPERVISOR: Director of Online Learning & Educational Technology

CLASSIFICATION: Full Time
LOCATION: DeLand

SUPERVISORY: No
DEPARTMENT: Information Technology

POSITION OVERVIEW:
The academic technology specialist is responsible for the development and ongoing support of online/hybrid courses as well as resource development that supports technology in teaching and learning for all delivery modalities. Responsible for resolving Tier 2 Help Desk support requests.

QUALIFICATIONS, KNOWLEDGE AND SKILL REQUIREMENTS:
- Bachelor’s degree in technical writing, instructional technology, instructional design, or related area.
- 2-4 years’ experience providing technical assistance in the use of specific educational technology tools including but not limited to: learning management systems, software: online presentations, multimedia, video editing; lecture capture, clickers, webinars, video production, and any related learning technology.
- 2-4 years’ experience working with faculty and staff to develop online course content and instructional materials based on current industry, research and evidence-based standards.
- Demonstrated experience delivering training virtually via web conferencing, web meeting software, phone or face-to-face environments.
- Ability and desire to provide excellent customer service and maintain successful working relations with student, faculty, and staff and other administrative personnel.
- Demonstrated expertise in Microsoft Office, Adobe Acrobat, and ability to quickly learn new software.
- Working knowledge of HTML, HTML5, and cloud-based technologies.
- Ability to accept and use constructive feedback from colleagues and supervisors.
- Projection of a positive image of the department and the University.
- Exercise an appropriate chain of command when needing to address issues/concerns.
- Strong organizational skills and attention to detail.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:
- Support the daily operations of the Online Learning and Educational Technology Office through academic technologies such as the learning management system, online content development, video conferencing, live lecture capture and multimedia development.
- Work collaboratively with faculty and staff to develop multimedia elements (including audio, video, presentations, and graphic/animated components) to support online content development.
- Design, develop, and deliver face-to-face and online workshops for faculty and staff on current and emerging instructional technology tools and concepts.
- Assist with ensuring quality control measures are met in online course content delivery.
- Remain up-to-date on developments in instructional technology, online/hybrid teaching and learning, and related technology fields.
POSITION TITLE:

- Understand intellectual property and copyright policies in the use of media in instructional settings.
- Perform other site and position specific functions as assigned.

APPLICATION PROCEDURE: Please submit a letter of application, which address the qualifications, a resume, and/or application, with names, addresses, and telephone numbers of three professional references to Stetson University, Inc.; Office of Human Resources; 421 N Woodland Boulevard, Unit 8327, DeLand, FL 32723. FAX: (386) 822-7562 E-MAIL: humres@stetson.edu. Complete application, available online.

NOTE: If selected for an interview, an ePortfolio that demonstrates current academic technology projects which showcase a working knowledge of instructional technologies and design (with a minimum of 90% developed by the candidate), will be required for review during interview process.

Stetson University is an Equal Opportunity Employer that affirms cultural diversity and inclusion as a core value of academic excellence at Stetson University. We are committed to achieving equal access in education, employment, and participation through the recruitment and retention of outstanding faculty, staff, and students from diverse backgrounds, and to meaningful academic and intellectual transformation in curriculum, research and service. We are dedicated to actions and policies that foster a community in which individuals with various identities, cultures, backgrounds, and viewpoints work together to create opportunities for engagement through rewarding and fulfilling careers and personal experiences in a culturally and racially diverse society and a globalized world. We strongly encourage members of historically underrepresented and economically-disadvantaged groups and women to apply for employment. Stetson University is an EEO, ADA, ADEA, and GINA employer.