**Office of Human Resources**

# POSITION DESCRIPTION

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| **POSITION:** | Senior Information Technologist |
| **LOCATION:** | Information Technology |
| **REPORTS TO:** | Manager of User Services, Instructional Support. |
| **GRADE:** | 12 |
| **WORK SCHEDULE:** | 35 hours per week, Monday – Friday, 8:00 a.m. to 4 p.m. |
| **SUPERVISES:** | May exercise supervision over classified, non-classified, part time and student employees. |

**ABOUT CCRI:**

The Community College of Rhode Island is the state's only public comprehensive associate degree and certificate-granting institution. We provide affordable open access to higher education at locations throughout Rhode Island. Our primary mission is to offer recent high school graduates and adult learners the opportunity to acquire the knowledge and skills necessary for intellectual, professional and personal growth through an array of academic, career and lifelong learning programs.

At CCRI, we are committed to building an inclusive and diverse campus community. We strive to hire and retain culturally competent faculty and staff members who reflect the demographics of our state and our increasingly diverse student population.

We believe that our diversity is our strength. We celebrate, support and thrive on the diverse experiences, backgrounds, and perspectives that are represented across our four campuses.

We are OneCCRI, working together to prepare learners to achieve their highest potential.

To learn about what employees value at CCRI and what it means to work here, please read about our Guiding Principles and watch videos of our employees doing what they do best: https://www.ccri.edu/equity/culture/guidingprinciples.html

**JOB SUMMARY:**

Support the use of instructional technology and provide services that facilitate the integration of technology across the curriculum.  Oversee the operation of videoconferencing facilities. Produce educational videos.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Provide support for faculty to assist them with integrating technology into their curriculum.

- Provide support for creation of web based and multimedia instructional materials used for teaching and learning.
- Conduct demonstrations and training sessions in the use of instructional hardware and software.
- Create and publish user documentation, including web resources and users' manuals, for supported instructional technology tools and software.
- Participate in projects to integrate new instructional technologies including installing, configuring, and testing new hardware and software.
- Assist with managing and promoting the use of the Centers for Instructional Technology.
- Oversee the operation of videoconferencing facilities across all campuses including scheduling, providing user training and support, coordinating vendor maintenance and promoting effective uses of the facilities for instructional purposes.
- Provide user training and support for educational video production as requested by the college community.
- Provide support for faculty in the use of CCRI's instructional applications including, but not limited to; Learning Management System and all of its integrations; Lecture Capture System; Plagiarism reduction application; Accessibility product; Enterprise Video System
- Consult with faculty on appropriate use of technology in instruction including instructional design principles.
- Coordinate and participate in the implementation and use of technologies that support learning across the college, including online, blended and classroom instruction.
- Assess instructional needs of faculty and determine application solutions that will support the integration of digital content into the teaching and learning environment.
- Provide support in the use of a variety of multimedia hardware/software including but not limited to: digital camcorders/cameras/webcams, PC microphones.

Perform other related duties as required.

**OTHER DUTIES AND RESPONSIBILITIES:**

- Stays informed about the current state of and future advances in instructional technology, videoconferencing, video production, and multimedia creation and dissemination.
- Recommends new support systems and hardware and software technologies based on analysis of user needs.

**LICENSES, TOOLS AND EQUIPMENT:**

Computers and peripheral devices, Mac, Windows and mobile OS. MS Office, Exchange, Blackboard and other LMS, video and web conferencing, multimedia, lecture capture systems, Flash, web authoring and other applications (Adobe Creative Suite, Camtasia, etc.).

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.  Must be able to push, lift, carry and/or use the above equipment.  May be required to work outdoors in the course of a video production.  Close visual work required.

**QUALIFICATIONS:**

- Bachelor's Degree and minimum of 4 years of relevant experience is required.  Master's degree in Instructional Technology is preferred.

- Demonstrated experience in the areas of videoconferencing and videotape production, as well as a thorough knowledge of audio, video, and multimedia hardware and software required.
- Must be available to work a non-standard schedule in order to fulfill assigned duties and responsibilities.
- Experience teaching classes, supervising staff and providing support in higher education is preferred
- Experience in technical writing preferred.
- Excellent communication skills required.
- Excellent analytical, organizational and communication skills are required.
- Strong supervisory skills required.
- Strong interpersonal skills and the ability to work effectively and collegially with faculty, administrators, students, and colleagues are required.
- Demonstrated ability to work independently on multiple assignments and to work collaboratively within a team is required.

## CCRI is an Equal Opportunity / Affirmative Action Employer.

We recognize that diversity and inclusivity are essential to creating a dynamic, positive and high-performing educational and work environment. We welcome applicants who can contribute to the College's commitment to excellence created by diversity and inclusivity.

CCRI prohibits discrimination, including harassment and retaliation, on the basis of race, color, national or ethnic origin, gender, gender identity or expression, religion, disability, age, sexual orientation, genetic information, marital status, citizenship status or status as a protected veteran. Inquiries or complaints concerning discrimination shall be referred to the College's Title IX Coordinator at: TitleIXCoordinator@ccri.edu.

The Jeanne Clery Act requires institutions of higher education to disclose campus policy statements and crime statistics. Our annual report is available here: https://ccri.edu/campuspolice/pdfs/ASR-Final-92019.pdf

BFS501619_MAR2018