POSITION DESCRIPTION

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.

BASIC FUNCTION:

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 or event-based 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 support for educational videos as requested by the college community including conversion of existing video formats, duplication and transfers.

Provide support for a variety of audio, video, and multimedia hardware and software including but not limited to: video projectors, VCRs, CD and DVD players, TVs, camcorders, digital cameras, sound systems, microphones, and video editing hardware and software and computers.

Provide support for set up and retrieval of audio, video, and multimedia hardware and software for instructional and college related events. Deliver equipment as needed.

Coordinate the operation of the closed circuit television system for transmission of all teleconferences using satellite communications and record related events as requested by the college community.

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:

Polycom codecs, electronic whiteboards, document cameras, computers and other peripheral devices, video projectors, VCRs, TVs, camcorders, digital cameras, microphones, and video editing hardware and software.

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 / Diversity Employer.**

Any individual with a disability who requires assistance in the application process should contact CCRI at (401) 455-6011 prior to the close of the application period. TTY: (401) 825-2313. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to perform any other job-related duties requested by their supervisor.