

## IT Instructional / Multimedia Specialist

<b>Position Title:</b>	<b>IT Instructional / Multimedia Specialist</b>
<b>Contract Term:</b>	<b>12-month</b>
<b>Accountable To:</b>	<b>IT Director</b>
<b>Salary:</b>	<b>\$50,159 - \$54,459</b>

**Summary of Position:** To help all faculty and staff become current with today's educational technology trends. The IT Instructional/Multimedia Specialist collaborates closely with the IT Director and Distance Learning Coordinator/Trainer to plan and determine strategies for developing in-services training for faculty and staff. The IT Instructional/Multimedia Specialist is directly responsible for implementing training, establishing competencies and evaluating outcomes. In addition, will assist in the production of video and graphic design elements to develop digital content that will be used to promote the college and its programs

### **JOB CHARACTERISTICS:**

**Nature of Work:** Integrate technology into the classroom. This involves teaching faculty and students to use computers, developing technology curriculum, and selecting technology-oriented learning tools for classrooms.

**Personal Contacts:** Meet with students, faculty and staff on regular basis to discuss training and technology needs.

**Supervision Received:** Supervised by IT Director

**Essential Functions:** Position requires ability to communicate orally and in writing; develop and maintain work reports; stay current with classroom and multimedia technology; develop and update training material as needed.

### **RESPONSIBILITIES:**

- Collaborates closely with the IT Director.
- Assists the Distance Learning Coordinator/Trainer with training instructors who are developing online courses, including online email account access, use of the LMS and the lecture, writing and content creation process.
- Develops short and long-term training strategies.
- Develop and implement an institutional technology in-service plan.
- Help faculty and staff become functionally computer-literate and learn their roles in the technology plan.
- Develop audio/video production resources for educational and professional purposes.
- Research, installation, and operation of automated video capture and distribution for web and live viewing.
- Participate in the development of curricula standards and benchmarks to encourage appropriate use of technology.
- Works with educators to develop lesson plans using technology to further educational goals.
- Inform faculty of new technologies or software.
- Be aware of technology trends and developments in education.
- Keep statistical training data and records for reporting purposes.
- Assists in the responsibility for all other activities related to the institutional technology.
- Supervises work study students.
- Capable of learning and implementing new classroom technologies and tools.
- Demonstrates competency in end user training.

## IT Instructional / Multimedia Specialist

- Oversees technical aspects of the organization's website, including input on changes, updates and improvements.
- Upgrades and maintains TMC's internal and external web pages and applications.
- Code and implement WordPress sites from Photoshop layout through HTML/CSS to a custom theme, functions and plugins.
- Converts all documents into HTML (Hypertext Markup Language) or other web compatible format.
- Consults with users and project teams to determine the requirements for web pages and related applications.
- Prepare users guide for TMC users.
- To create and/or maintain any social media outlets that help promote our institution.
- Maintains and troubleshoots college computer systems, software and applications in a timely manner.
- Ensure sensitive and/or classified institutional information is not inadvertently posted to the website and is secure.
- Work with marketing to create printed materials such as one-pagers, posters, cards, business cards, T-shirts, etc.
- Development and integration of graphical and multimedia components into the website, including audio and video.
- Proficient in HTML, ASP, .NET, CSS, PHP, JavaScript, XML and other web technologies and standards.
- Performs related duties as required.

### **JOB REQUIREMENTS:**

**Knowledge:** Requires in depth knowledge of PC hardware and software, Online Course Management System, and Instructional Technology Tools and Strategies. Also requires knowledge of multimedia production, editing, and implementation, and being current on all social media developments and best practices.

**Skills:** Requires skills in providing training to staff and faculty in the area of classroom technology as well as multimedia production. Strong communication, research, presentation and creative skills. Demonstrated experience and expertise with Adobe Creative Suite including Premiere, After Effects, InDesign, Photoshop, Illustrator, and/or Final Cut Pro.

**Abilities:** Requires the ability to learn new classroom technologies and tools and implement them in the classroom, and the creative process of multimedia production.

**Physical Demands:** Will occasionally require long periods of sitting and working on the computer and other office paperwork. Lifting and moving as much as 50 lbs. of equipment and supplies short distances is occasionally required. Safely climb ladders while carrying 20 lbs. of equipment/supplies, pulling wires/cables in small spaces and pushing carts with equipment are also occasionally required.

### **REQUIRED QUALIFICATIONS:**

- Associate Degree in a technical field with related work experience in multimedia production.

### **PREFERRED QUALIFICATIONS:**

- Bachelor's Degree in an Education, Business or IT field with related work experience, and multimedia production.
- Experience working in a tribal college setting, and interpersonal skills related to multiculturalism.