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# Example of Instructional Technology Specialist Job Description

Our company is looking to fill the role of instructional technology specialist. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for instructional technology specialist

* Lead projects to develop and implement innovative uses of technology for teaching, student learning and/or community building
* Identify stakeholders and understand user requirements in order to evaluate, develop, and adapt learning technology software solutions
* Act as a partner for the Instructional Technology Lead by being a power user of all learning technologies used at the GSB, supporting technology administration, and staying abreast of platform developments and roadmaps
* Understand how learning technology choices fit within the broader GSB landscape, and assist with providing cross-functional collaboration for using technology to complement the student and teaching experiences
* Provide assistance to learning designers, faculty support, and program staff in selecting and implementing technology into course curricula or co-curricular learning
* Consult with and help instructors and/or departments to incorporate technologies into faculty research projects, in support of student learning goals at the course or (co)curricular level
* Lead the development of resources, seminars, or workshops to disseminate information about uses of learning technology
* Additional duties may include participating in meetings, performing research, providing opinions, concerns and suggestions
* Work in collaboration with subject matter experts, stakeholders and other internal customers to plan, design and develop multi-platform training solutions using strong instructional design methodology, applying adult and cognitive learning theory, and forming competency-based evaluations to ensure training solutions are effective and aligned with business and compliance requirements
* Conduct analysis to determine learning and performance objectives and scalable instructional strategies and solutions

## Qualifications for instructional technology specialist

* Master’s degree plus three (3) years of work related experience
* Master’s degree in Instructional Design, Instructional Technology, Curriculum and Instruction, or related academic discipline – preference for Ph.D
* Excellent understanding of instructional design principles, online pedagogy, learning theory, emerging brain / cognitive / learning science, the arts, and technology that influence design learning environments, coupled with experience applying this knowledge to real world projects
* Ability to produce design documents, develop storyboards for learning experiences and environments, and rework content from faculty, SMEs, and outside content providers according to University design standards
* Demonstrated learning and continual professional development in emerging technologies in educational technology, pedagogy, and teaching and learning methodologies
* Ability to research and recommend emerging technologies and instructional strategies to advance course development, faculty teaching, and student learning