



Example of Instructional Technology Specialist Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of instructional technology specialist. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for instructional technology specialist

- Actively works with colleagues in LITS to create a welcoming, accessible, and user-centered environment in which a diverse population of students, faculty, and staff can thrive
- Uses data analytic software, such as R, SAS, SPSS, to evaluate large data sets and communicates findings
- Collaborates with instructional design staff to create, organize, and schedule events that will engage faculty in the adoption and use of technology that will create increased teaching and/or learning effectiveness and/or efficiency
- Assist faculty and staff with technology needs
- Perform other duties appropriate to the position as assigned
- Work collaboratively with faculty and staff to design and develop high quality tools and computing environments for data intensive and computationally intensive instruction
- Consult with faculty and teaching assistants on the effective use of technology in support of their educational goals, and assist and train them in designing and testing appropriate software application stacks
- Collaborate with department and college IT professionals on software deployment and system architecture needs using on-premise servers and/or the cloud
- Provide expertise and guidance regarding the latest data science

- Support of classroom technology including mobile devices to provide seamless access to the above computing environments

Qualifications for instructional technology specialist

- Experience teaching, tutoring, or providing other instruction
- Interest in pursuing a career in research, libraries, and/or instructional technology
- Expertise in utilizing technology to enhance teaching and learning
- Ability to logically define and solve problems with technical applications
- Ability to manage projects to plan, design, develop and evaluate engaging multimedia learning/training objects
- Experience planning and implementing project activities such as gathering requirements, identifying and defining deliverables, and establishing timelines, priorities and milestones to ensure successful progression of the projects