AUBURN
Human Resources

Spec I, Instructional Technology

Job Description

JOB INFORMATION

Job Code	AC01A
Job Description Title	Spec I, Instructional Technology
Pay Grade	AA08
Range Minimum	$43,580
33rd %	$52,300
Range Midpoint	$56,660
67th %	$61,010
Range Maximum	$69,730
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	11/10/2022

JOB FAMILY AND FUNCTION

Job Family:	Academic Services & Administration
Job Function:	Instructional Technology & Design

JOB SUMMARY

Recommends, installs, and supports the use of instructional technologies to support the delivery of instruction, including one or more of the following: courseware, desktop software, distance learning, multimedia support, videoconferencing, adaptive learning, production of film, digital or web-based content, or technology enhanced/multimedia classrooms.

RESPONSIBILITIES

- Consults with faculty to plan and design instructional technology and media applications which may include accommodations for individuals with mobility, hearing, visual, and/or learning impairments.
- Designs, installs, and tests new instructional technology solutions, coordinating with Facilities, OIT or other departments as needed.
- Trains and supports faculty or other users of instructional tools or equipment, and maintains user documentation.
- Promotes use of instructional technology by maintaining knowledge of best practices in instructional technology and by providing training and information on instructional technology methods and trends to others.
- May specialize in a single or primary technology, such as multimedia/technology enhanced classrooms, including integrated multimedia, online, audio, cable TV, projection, photographic, captioning, videoconferencing capabilities, or assistive technology for persons with disabilities.
- Creates and maintains project plans and budgets for large-scale instructional technology initiatives.
- Develops and writes programs relating to the use of computer-based instructional technology and related systems.
- May assist with mounting, hookup, adjustment, operation, and physical maintenance of instructional technology equipment.
- May provide general IT user support to assigned area.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May supervise employees but supervision is not the main focus of the job.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	no specific discipline		0 years of	experience in developing, installing and/or supporting the use of instructional technologies.	

Substitutions Allowed for Education	Yes
Substitution allowed for Education: When a candidate has the required experience, but lacks the required education, they may normally apply additional relevant experience toward the education requirement, at a rate of two (2) years relevant experience per year of required education.	
Substitutions Allowed for Experience	Yes
Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Possesses and applies a broad knowledge of IT principles, practices, and procedures, including hardware, software and networks, with in-depth knowledge and skill in the application of information and media technology to instruction.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting				X		
Lifting	X					
Climbing			X			
Stooping/ Kneeling/ Crouching			X			
Reaching			X			
Talking				X		
Hearing				X		
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold			X		
Extreme heat			X		
Humidity			X		
Wet			X		
Noise			X		
Hazards			X		
Temperature Change			X		
Atmospheric Conditions			X		
Vibration			X		

Vision Requirements:

Ability to see information in print and/or electronically and distinguish colors.