AUBURN
Human Resources

Mgr, Instructional Technology

Job Description

JOB INFORMATION

Job Code	AC03
Job Description Title	Mgr, Instructional Technology
Pay Grade	AA12
Range Minimum	$64,820
33rd %	$82,110
Range Midpoint	$90,750
67th %	$99,400
Range Maximum	$116,680
Exemption Status	Exempt
Approved Date:	7/16/2025 4:28:43 PM

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Manages instructional technology services in support of faculty or outreach programs to provide technology-enhanced delivery of instruction.

RESPONSIBILITIES

- Provides leadership and initiative in the identification, evaluation, recommendation, design, development, and deployment of instructional technology.
- Collaborate with faculty, department heads, architects, OIT, and others as appropriate on the concept and scope of multimedia or instructional technology projects.
- Manages projects involving coordination with own team members as well as OIT, Facilities, Telecommunications, or others.
- Secures funding and manages budgets and expenditures related to instructional technology.
- Develops and delivers training classes or workshops to faculty and staff in the use of instructional multimedia technologies to support distance learning and other instructional objectives.
- Develops operational processes and standards for instructional technology programs, investments, and activities.
- Serves as the point of contact for the Instructional Technology department.
- Selects faculty/instructors for non-credit outreach courses.
- Produces video projects in support of instruction and or distance learning.

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	Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

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	
Master's Degree	no specific discipline	and	5 years of	Experience in developing, installing and/or supporting the use of instructional technologies	Or
Bachelor's Degree	no specific discipline	and	10 years of	Experience in developing, installing and/or supporting the use of instructional technologies	

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

Knowledge of the capability and uses of various multimedia systems, distance learning systems, and audio visual systems.	

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.