GORDON COLLEGE
Position Description

Title: Instructional Technologist

Function: Under the supervision of the Director, the Instructional Technology Specialist will work as a member of Center for Teaching Excellence and in close collaboration with the Center for Technology Services to: provide administrative support, oversight, and coordination of academic and instructional technology; act as the primary liaison with technology vendors to ensure seamless integration to Gordon’s programs; identify new technologies and recommend protocols for evaluating these technologies for adoption by the college; and maintain close working relationships with staff in the Center for Technology Services and faculty members across the college.

Essential Responsibilities: Function as the technology expert in the Center for Teaching Excellence to facilitate the development and adoption of new pedagogies across the college.

- Learning Management System Administration and Support
  - Manage all the web-based administrative functions of the Learning Management System (Blackboard), act as the liaison between Blackboard support and the campus, and serve as primary Blackboard client support in the Center for Teaching Excellence for escalated faculty and student requests.
  - Function as primary client support for Center for Technology Services tickets assigned to the Teaching Excellence team on Blackboard and related instructional technologies.

- Instructional Technologies Administration
  - Coordinate technology-enhanced assessment sessions including virtually proctored and computer lab based placement exams.
  - Coordinate efforts with the media services team to recommend classroom technologies and deployments of lecture capture, participant response systems.
  - Consult with faculty on an as-needed basis to determine needs for technology-enhance instruction, and coordinate design within the Center for Teaching Excellence and deployments (as needed) with the Center for Technology Services.
  - Maintain contact with technology vendors to ensure best-practice deployments and developer-recommended practices.
  - Remain current with skills and knowledge in the field of instructional technology.
  - Serve as a member of instructional design teams.

- Instructional Technology Training and Support
  - Train and support faculty and instructional staff in Gordon’s supported instructional technologies.
• Continually develop and maintain a learning program—delivered both in guided face-to-face and asynchronous/self-paced online formats—to provide as-needed instruction for faculty members (and students as appropriate) to gain expertise using Blackboard courseware and other supported and integrated academic software being supported by the college.

• Research, develop, and facilitate quality training opportunities for new and continuing faculty in the use of technology in instruction and manages pilot programs of instructional technologies.

**Required Knowledge, Skills and Abilities**

In order to fully perform the above functions, the instructional technologist must possess the following knowledge, skills and abilities, or demonstrate that the major responsibilities of the job can be accomplished, with or without reasonable accommodation, using some combination of skills and abilities.

• Must profess faith in Jesus Christ as Lord; must accept Gordon’s Statement of Faith; must practice Christian values in daily interactions with students, faculty, staff, and the public as outlined by Gordon’s Statement of Life and Conduct; and must work to advance Gordon’s mission through this position.

• Expert knowledge of Blackboard as a system administrator. Expertise will be sought as efficiencies and expanded capabilities for the LMS are pursued.

• Ability to work both collaboratively and independently as a member of the Center for Teaching Excellence as the Center’s expert technologist, and to demonstrate skills commensurate with this identity as well as a proactive attitude toward continual skill development.

• Commitment to providing quality service to faculty/instructors seeking to incorporate technology into their curriculum. Ability to be seen as a technology leader and expert in the field.

• Excellent oral and written communications skills, specifically relating to the ability to provide clear instructions to individuals with a wide range of skill levels.

• Knowledge of and experience with content presentation technologies including web editing and web-based platforms; multimedia tools and processes including video production equipment, audio and video editing software and image editing software; lecture capture systems, “audience” response systems and technologies; digital pedagogy tools including digital content authoring and synchronous and asynchronous learning tools.

• Training/education in the area of instructional technology.
• Ability to plan, organize, prioritize and bring projects to completion on schedule.

Preferred Knowledge, Skills, and Experience

• Training/education in instructional technology

• Experience teaching and/or learning online in a college environment

• Understanding of Intellectual Property Rights, Copyright law, and FERPA.

• Understanding of and compliance with ADA Section 508 regulations.