***This old UMB job description was created between 2000 and 2014 and is being provided as a template or guide in the preparation of a current job description. The essential functions are general in nature and may not accurately depict the duties of a specific unit. Managers are encourage to update and provide specific duties that are applicable to work being performed in the unit.***

Job Title: **Director, IT Instructional Technology**

Job Family: Information Technology Sub Family: IT - Instructional Tech

**Job Summary:**

The Director of Instructional Technology leads the strategic direction of a school or major business unit. The Director collaborates with leadership and technical staff within a school or large business unit in order to ensure the deliverance of high quality products and service.

**Essential Functions:**

* Provides strategic direction and leadership for all aspects of instructional technology in order to maintain their efficient operation.
* Consults with upper level administrators on a regular basis in setting strategic goals/objectives, and/or in fostering improvements in policies/procedures for the entire department/unit.
* Maintains and nurtures effective communication and partnerships throughout the campus by conferring with business unit and campus leadership on issues pertaining to the promotion and understanding of the departmental functions.
* Directs design development and customization of curriculum and course media selection for departmental staff and develops training plans and blended learning implementation strategies.
* Proactively represents the school/department through participation in campus meetings and special projects, as well as UMB on an external basis with USM headquarters and other system-wide units.
* Has budgetary responsibility for their respective unit within a school/business unit.
* Performs other duties as assigned.

**Minimum Qualifications**

Education: Bachelors in Computer Services, Graphic or Instructional Design, or related field

Experience: Seven (7) years experience in proficient use of audio/visual, multimedia, video production, or IT education/training

Supervisory: Three (3) years of experience at a Management/leadership level.

Licensure/Certification:

Other: No subsitution of experience for minimum education requirement.

**Knowledge, Skills, and Abilities**

*Managers may provide prefered knowledge, skills, and abilities as necessary.*

Job Code: E0302H

SOC Code: 113020 IPEDS: Management

EEO6 Code: Executive/Admin/Managerial State Code: 9531014

USM eCode: E21031 AAP Code: 1C