***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: **IT Assistant, Instructional Technology**

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

**Job Summary:**

Provide assistance in the design, production, and distribution of technology based learning programs for faculty and staff.

**Essential Functions:**

* Supports instructional technology programs in a higher education environment for faculty or staff by using audio/visual, multimedia, video production, and IT equipment and technology as appropriate. Facilitate the integration of a variety of technologies.
* Provide technical support to faculty and staff for classroom or on-line instruction learning environments. Loads and test training content for meetings, classes, or for other presentations. Diagnose and problem-solve software and equipment difficulties.
* Assist in development/design of instructional programs in various media formats, such as: PowerPoint, eLearning systems, Assess requests for instructional learning programs and recommends appropriate design and production methods.
* Inspect and maintain instructional media equipment ensuring in good working order and secure.
* May provide instruction and training on design and implementation of instructional programs.
* Performs other duties as assigned.

**Minimum Qualifications**

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

Experience: One (1) yeasrs of combination of business audio/visual, multimedia, video production, or IT education/training and instructional design experience.

Supervisory:

Licensure/Certification:

Other: May consider a combination of directly related experience and education.

**Knowledge, Skills, and Abilities**

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

Job Code: E0719C

SOC Code: 259031 IPEDS: Service

EEO6 Code: Professional State Code: 9754824

USM eCode: E40072 AAP Code: 3B