***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: **Specialist, Instructional Technology**

Job Family: Information Technology

Sub Family: IT - Instructional Tech

**Job Summary:**

The Instructional Technology Specialist assists faculty and students in the use of technology in learning applications and equipment using a wide variety of available technologies, such as: digital images/audio, PowerPoint and other PC presentation software.

**Essential Functions:**

* Provides daily support and advice to faculty, staff and students in effectively using instructional technology applications and/or equipment.
* Conducts formal presentations in the use of specific technology materials.
* Monitors use and secures audio/visual, multimedia, video production, and IT equipment as appropriate.
* Assist with the department’s or school’s presence on the web in design and integration of special learning features.
* May collaborate on training plans and blended learning implementation strategies and in the design and customization of curriculum and provide consultation on course media use.
* Performs other duties as assigned.

**Minimum Qualifications**

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

Experience: Two (2) years experience with audio/visual, multimedia, video production, or IT resources.

Or equivalent of six (6) years combination of business audio/visual, multimedia, video production, or IT education/training or 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: E0719D

SOC Code: 259031 IPEDS: Service

EEO6 Code: Professional State Code: 9754824

USM eCode: E40072 AAP Code: 3B