***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: **Manager, IT Instructional Technology**

Job Family: Information Technology

Sub Family: IT - Instructional Tech

**Job Summary:**

The Instructional Technology Manager provides direction and leadership to staff, faculty, and students in the use of technology for learning applications involving state of the art technologies and learning models such as distance learning (DL) via satellite television or web-based. Collaborates with upper level administrators and other directors within the business unit and throughout the campus in order to ensure the deliverance of high quality service.

**Essential Functions:**

* Provides direction and leadership for all aspects of instructional technology in order to maintain their efficient operation.
* Develops online, web based, video presentations, and/or interactive applications and materials.
* Recruits, trains and evaluates staff. Continually reviews strengths and weaknesses in maintaining a staff of well-trained and motivated employees.
* Supervises and assists in the development of multi-media materials and/or e-learning applications, customization of curriculum, and development of training plans including blended learning implementation strategies.
* Responsible for the acquisition and implementation of new multi-media technologies.
* Proactively represents the 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.
* Performs other duties as assigned.

**Minimum Qualifications**

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

Experience: Five (5) years experience in proficient use of audio/visual, multimedia, video production, or IT education/training including at least one (1) year of experience at a Management/leadership level.

Supervisory: Two (2) years of direct management or leadership experience.

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: E0771F

SOC Code: 151150 IPEDS: Computer

EEO6 Code: Professional State Code: 9445011

USM eCode: E30031 AAP Code: 3A