

## **THE UNIVERSITY OF WYOMING JOB DESCRIPTION**

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

*The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.*

**Title: INSTRUCTIONAL TECHNOLOGY EDUCATIONAL SPECIALIST**

**Reports To:** Designated Supervisor

**UW Job Code:** 3542

**UW Job Family:** 3C - Instructional/Educational Service

**SOC Code:** 25-9031

**FLSA:** Exempt

**Pay Grade:** 23

**Date:** 8-1-08 (revised 9-17-13)

**JOB PURPOSE:**

Provide leadership, training, and support for the proper and effective use of technology and media for public education efforts. Research new and innovative technology; help determine appropriate goals and objectives in relation to technology efforts to enhance program delivery. Develop and implement instructional design to assist educators throughout the state in multiple locations in 23 counties and the Wind River Reservation, in addition to the faculty and staff on campus in educational delivery.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Research and recommend teaching methodologies for use and integration of instructional technologies to enhance and engage learning for students, employees and clients.
- Provide expert-level assistance for use of all instructional and media technologies.
- Provide training on setup and effective use of instructional technology.
- Contribute to writing and updating communication and technology policy, procedures, and training manuals.
- Train employees with varying levels of technological knowledge on using and integrating new and current technologies into learning environments, such as projection systems, document cameras, sound systems, Internet, compressed video, software, digital equipment, and distance education technologies.
- Assist in conceptualizing and implementing the long-term technology strategy for the delivery of educational materials to the public.
- Some positions perform occasional statewide travel to deliver training.
- Communicate both in written format and orally with individuals with varying levels of technical background to troubleshoot technology delivery problems.
- Serve as a liaison between the University of Wyoming department and other University of Wyoming information technology instructional support and distance learning programs.

**SUPPLEMENTAL FUNCTIONS:**

- Perform other duties as assigned by supervisor.

**COMPETENCIES:**

- Individual Leadership
- Developing Organizational Talent
- Stress Tolerance
- Influence
- Formal Presentation Skills
- Strategic Planning

**MINIMUM QUALIFICATIONS:**

Education: **Master's degree**

Experience: **2 years work-related experience**

Required licensure, certification, registration, or other requirements: **Valid driver's license**

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- Advanced implementation and integration of new technologies into learning environments such as multi-media systems, cameras, sound systems, Internet, compressed video, software, digital media, and distance education technologies.
- Advanced level of computing hardware and software, and networking protocols, devices, and systems.
- Advanced level of PC computing operating system(s) and Microsoft Office applications.
- Advanced and expert level of instructional technology equipment usage including, but not limited to: studio, video, computer display, signal distribution, video recording/ playback cameras, camcorders, monitors, whiteboards, and audience response systems.
- Training techniques and methods.
- Applicable University, city, state, and federal rules, regulations and procedures.
- Safety rules, methods and procedures.
- Project and time management methods, techniques and procedures.
- Procurement methods and procedures.
- Appropriate system troubleshooting and basic system repair methods and techniques.
- Department mission and goals.

Skills and Abilities to:

- Develop presentations and written documentation for training and proposal purposes; travel occasionally throughout state.
- Train others with varying levels of instruction technology understanding and usage on using and integrating new and current technologies into learning environments.
- Interpret and convey technical information in an easy-to-understand format.
- Develop long-term strategy, policies and procedures regarding instructional technology.

- Research and assist with creation of project cost estimates including recommendations for expenditures on technology.
- Work collaboratively with other information technology, instructional support and distance learning programs.
- Troubleshoot equipment or delivery problems, perform basic equipment repair and follow protocol for equipment repair or replacement.
- Perform liaison work for department and other IT instructional support and distance learning programs.
- Work both independently and as part of a team with a professional, positive attitude.

**WORKING CONDITIONS:**

Indoor office environment with occasional travel for training throughout the state; exposed to some mechanical equipment hazards in the performance of regular duties; work in confined spaces occasionally.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.