

POSITION DESCRIPTION

TITLE: Instructional Systems Specialist– (Exempt)

Collective Bargaining - Eligible

Based on the duties and responsibilities as described in this position description, it has been determined that the incumbent is eligible to participate in collective bargaining.

JOB SUMMARY:

This position reports directly to the Director of Instructional Systems and Support within the Office of Information Technology (OIT). The Instructional Systems Specialist is part of a team that is responsible for campus media infrastructure, production & instruction, and event support. The Instructional Systems Specialist will work with the Director of Instructional Systems and Support to provide strategies for funding and resource allocation. Working with the Director of Instructional Systems and Support to provide guidance on the enterprise-level audio-visual technology systems including design, installation and maintenance is essential. Coordinating with the Information Technology personnel on internal and external programs will be required. Assures alignment of Instructional systems support with OIT and College academic mission, vision, values, and strategic plans. Participates in supporting daily Information Technology Departments operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Note: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Responsible for following and applying the policies and procedures as defined in the Memorandum of Understanding (MOU) and/or the employee handbook.
- Collaborates with the Director to define and execute Instructional Systems and Support strategies, policies and procedures.
- Coordinates the team, comprised of staff and student employees. With fellow team members, plans, prioritizes, and guides Instructional Systems activities. Works with the Help Desk Supervisor to ensure classroom support coverage.
- Makes recommendations to the Director for expanding and enhancing Instructional Systems support services and equipment, as well as classroom equipment.
- Collects, summarizes and presents reports to the Director regarding Instructional Systems planning, activity, outcomes and financing.
- Coordinates media infrastructure activities, including routine preventive maintenance and upgrades with Desktop Support, Network Services, Library, Academic Affairs and others whose charges significantly intersect with those of the Instructional Systems Support, through communications, committees and information development.
- Cultivates innovative Instructional Systems support of facilities and spaces in accordance with global industry trends, local strategic plans and financial consideration.

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- Represents the Office of Information Technology or St. Mary's College in any college, regional, national or international capacity that may advance the interests of our mission or contribute to the field's knowledge base.
- Assists in daily OIT operations as needed.
- May serve on OIT, College, or other professional committees.

MINIMUM QUALIFICATIONS:

- Education: Bachelor's degree from an accredited institution required.
- Experience: Five or more years of professional experience with AV Media in the areas of: Infrastructure, Production, Events, Equipment, Support, and Pedagogy.
- Intermediate to advanced knowledge and interest in the areas of: PC and Apple platform systems and software, architectural media installations, elements of design, emerging technologies and management strategies.
- Professional experience in higher education with an appreciation for the value of media, experiential learning and a public mission in the liberal arts.
- Strong verbal and written communication skills, and effective interpersonal and organizational skills.
- Ability to work independently and as a member of a team; ability to work collaboratively and effectively with diverse groups among students, faculty, and staff. Commitment to student development, student learning, and promoting an understanding of the value of diversity in the College community.
- Outstanding organizational skills with an attention to detail, ability to multitask and thrive in a fast-paced environment.
- Must have a valid driver's license and driving record that can be certified to drive State vehicles.
- Any combination of acceptable education and experience, which has provided the necessary knowledge and skills to fulfill the requirements of this position, may be considered.