Administrative Officer -Instructional Technologist – Posn#GA122

Job Description Summary

Wytheville Community College is seeking a motivated and self-starting individual to provide technology training and support for faculty achievement of the goals for the remaining two years of a five-year Title III grant. The Instructional Technologist will work with college faculty in course and program design for distance and distributive delivery, as well as provide technology support to faculty, staff, and students for learning management system and various other instructional technology tools. This individual will also support the development of on-line and distributive delivery alternatives for courses in new and existing college programs. This is a one-year restricted, grant-funded position, transitioning to an unrestricted college-funded position for one-year, with an option to be made permanent, contingent upon available funding. The position reports to the Coordinator of Distance and Distributive Learning.

Job Responsibilities

- **Provide academic leadership in department planning to include:** working with college faculty in course and program design for distance and distributive delivery.

- **Provide administrative leadership relative to college activities/events, to include:** achieving the goals of a five-year Title III grant project activities including supporting the development of on-line and distributive delivery alternatives for courses in new and existing college programs. Participate on college standing committees as designated by the Vice President of Instruction and Student Services.

- **Provide administrative leadership relative to scheduling, to include:** consulting with internal faculty and with consortium partners (when called upon to do so) regarding schedules for class delivery. Working with faculty and administration to assist in scheduling compressed video classrooms when needed. Making the project coordinator/director aware of potential scheduling conflicts that could negatively impact course delivery and working to reconcile those conflicts.
• **Provide administrative leadership relative to student/faculty/staff, to include:** providing excellent customer service and promoting positive relationships and providing training in instructional technology and course design. Provide technology support to faculty, staff, and students for learning management system and other various instructional technology tools.

• **Provide administrative leadership relative to budget/finance to include:** recommending equipment/delivery solutions to enhance services provided to students and to support faculty’s delivery of courses and demonstrating effective troubleshooting and problem resolution ability with respect to instructional technology issues.

• **Serve as Shared Services Distance Learning (SSDL) Liaison:** Coordinating courses at WCC and at other colleges offered through the VCCS shared delivery model, including tracking students, organizing weekly reports, and assisting with testing procedures.

• **Promote WCC’s Culture of Excellence and quality service** through teamwork, respectful communication, maintenance of a professional environment, partnership with those we serve, and anticipation of patient/customer needs.

• **Adheres to VCCS and WCC policy and procedures and exhibits professionalism in carrying out required tasks** in accordance with such policies and procedures. Completes required security and safety training (and any other training requirements identified by the college as needed).

• **Occasional overnight travel and evening hours may be required** in order to fulfill position responsibilities.

**Required Qualifications**

• Master’s degree in instructional technology, communication, or related field;

• Proficiency in standard computer software, web-based authoring systems, graphics software, and multi-media applications;

• Demonstrated organizational skills and ability to work independently and as a member of a team;

• Excellent oral and written communication skills, including using computers for word processing and database management; and

• Excellent customer service skills.

**Preferred Qualifications**

• Experience using Microsoft Office applications;

• Occupational experience in curriculum and course design, development, and instruction for both on-line and traditional classrooms; and

• Experience with Blackboard or similar delivery product.
Application Process

Interested persons are required to apply by using the on-line application process through the Virginia state-wide job listing at https://virginiajobs.peopleadmin.com. Applicants are also required to include a cover letter, current resume or CV, and an unofficial copy of college transcripts along with the application. Only complete application documentation will be considered; partial submissions will not be considered. Application documents will be received until the position is filled; however an initial review of the applicant pool will occur on July 23, 2015. Persons with disabilities requiring assistance should contact 276 223 4700.

The individual selected will be subject to a criminal history/sex offender background check and e-verify for employment eligibility as a condition of employment.

Any questions regarding application document submission can be directed to lcox@wcc.vccs.edu.

Wytheville Community College does not discriminate on the basis of race, sex, color, national origin, religion, sexual orientation, gender identity, age, political affiliation, genetics, veteran status, or disability when the person is otherwise qualified in its educational programs and activities or employment. The following person has been designated to handle inquiries regarding the non-discrimination policies: Crystal Cregger, Vice President of Finance and Administrative Services, 215 Bland Hall, 1000 East Main Street, Wytheville VA 24382, 276-223-4762. For further information, see the list of OCR enforcement offices for the address and phone number of the office that serves your area, or call 1-800-421-3481.