**Instructional Technologist Standard Job Description**

**Classification Title:** Instructional Technologist

**FLSA Exemption Status:**Exempt

**Pay Grade:** 9

**Job Description Summary:**

The Instructional Technologist, under general supervision, supports faculty and others in the development of blended and online courses utilizing instructional and classroom technologies. Uses other technology tools to collect data for the learning and development of projects.

**Essential Duties and Responsibilities:**

**30% Course Development and Support**

* Assists faculty in the development of web-based courses utilizing instructional technologies.
* Designs and creates instructional web pages for faculty.
* Advises on course management and testing strategies and accessibility requirements.
* Conducts training workshops and seminars on the use of course management technology.
* Supports faculty during synchronous cohort learning sessions.
* Resolves issues or concerns from students during live cohort sessions.

**20% Training and Consultation**

* Develops and implements faculty training opportunities.
* Coordinates the delivery of information and assistance to faculty seeking support.
* Provides one-on-one consultation with faculty, staff, and students in the use of tools associated with the learning delivery environment.
* Develops training materials to support faculty effectiveness.
* Acts as a technical resource in video streaming and digital learning software and hardware.

**20% Technology Management and Documentation**

* Maintains and troubleshoots audio-visual technology equipment.
* Manages the digital learning technologies and environment during synchronous cohort sessions.
* Uses project management systems to document project progress.
* Maintains documentation for each project.
* Manages and maintains the knowledge library for projects.

**10% Research and Development**

* Looks for innovative ways to illustrate and share information with appropriate audiences.
* Follows industry trends through blogs, e-newsletters, and social media.
* Keeps track of trends and news in online education, training, and higher education.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Qualifications:**

**Required Education:**

* Bachelor’s degree in applicable field or equivalent combination of education and experience.

**Required Experience:**

* Two years of related experience in classroom and online course technology.

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.
* Knowledge of instructional technology support in higher education.
* Knowledge of word processing, spreadsheet, and database applications.
* Knowledge of a variety of learning management systems.

**Additional Information:**

**Machines and Equipment:**

* Computer
* Telephone

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* This position is security sensitive
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU policies, regulations, rules and procedures
* All tasks and job responsibilities must be performed safely without injury to self or others in compliance with System and University safety requirements

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**