JOB TITLE: Instructional Technologist  
DEPARTMENT: Information Technology  
SUPERVISOR: System Administrator/Director of IT

MAJOR PURPOSE:  
The Instructional Technologist will work collaboratively with faculty and others in the University in supporting technology-mediated initiatives. The Instructional Technologist will provide instructional design and technical assistance to University faculty and students, and develop and deliver training and other learning opportunities in a variety of formats including face-to-face, online, and blended environments.

ESSENTIAL FUNCTIONS:
1. Research, evaluate, and prepare recommendations, policies, and procedures to enhance teaching and learning.
2. Provide technical oversight, management, and administration of instructional technology delivery systems.
3. Provide leadership, oversight, coordination, and development of training programs and materials designed to support and promote academic instructional technology needs.
4. Develop course support materials and systems to help ensure student success in technology-aided teaching and learning.
5. Direct and coordinate initiatives relevant to end-user training initiatives and e-learning support.
6. Serve as a liaison and support between Information Technology Services and faculty/student end users.
7. Assist faculty in course design to address the wide technical abilities of their students.

QUALIFICATIONS

EDUCATION/CERTIFICATIONS:
- Master’s degree preferred
- Higher educational instructional design or instructional technology experience
- Classroom experience

REQUIRED KNOWLEDGE:
- Candidate should have experience in instructional technology and instructional design.
- Candidate should have higher educational classroom experience or corporate training experience.

SKILLS/ABILITIES:
- The candidate must have a strong commitment to customer service. Candidates should display a friendly, professional and positive attitude.
- Comprehensive knowledge and demonstrated expertise and understanding of synchronous and asynchronous learning technologies.
- Demonstrated ability to apply technical, pedagogical, and consultative skills to understand, analyze, and diagnose faculty and student needs and to translate those needs into instructional solutions.
- Demonstrated interpersonal and communication skills in working with faculty to interpret needs and provide appropriate solutions.
- Must be proactive, analytical, and self-motivated in order to support the diverse needs of faculty related to technology and learning.
- Requires self-directed learning with frequent study and training to ensure skills are current.
- Ability to manage and participate in multiple projects and to work collaboratively with faculty and staff as a part of an interdisciplinary team.
- Excellent written and verbal communication skills
- Extensive Moodle and/or other LMS experience
WORKING ENVIRONMENT:
The employee agrees to promote the values and mission of WJU as a private Christ-centered University and live a life consistent with biblical principles. All employees of the University are expected to firmly support without reservation the William Jessup University doctrinal statement of personal Christian faith.

WORKING CONDITIONS:
The employee is regularly in a typical office environment with adequate light and moderate noise levels. No hazardous or significantly unpleasant conditions. Air-conditioned buildings; tile, concrete and carpeted floors; adjustable workstation with ergonomic keyboard is provided. Typical days include frequent walking throughout the offices and classrooms.

PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION:
While performing the duties of this job, the employee is regularly required to talk or hear and frequently required to stand, walk, sit, and use hands to handle files, computers, and phones; reach with hands and arms; stoop, and kneel. Frequent and regular repetitive movements required using the wrists, hands, and/or fingers. The employee will occasionally lift and/or move up to 50 pounds. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The above statements and job description is intended to describe the nature and level of work being performed within this job. They are not intended to be an exhaustive list of all responsibilities, duties and tasks. Other similar or additional duties are to be performed or assigned. Job descriptions are not intended as and do not create employment contracts. William Jessup University maintains its status as an at-will employer. Employees may be terminated for any reason not prohibited by law.

I acknowledge I have reviewed the content of this job description and understand that if I have any physical limitations or require any reasonable accommodations in order to perform my job, I must immediately inform administration.

____________________________________   _____________________________
Employee Signature      Date