Revised 6/30/2015

-major purpose: the faculty services and educational technologist as an administrative faculty, will partner with faculty and colleagues in the library & learning commons, information technology department, and Jessup Online, to explore the use of technologies to augment teaching, learning, and research at the university.

performance responsibilities:
1. Provide technical oversight, management, and administration of instructional technology delivery systems (learning management system).
2. Provide leadership, oversight, coordination, and development of training programs and materials designed to support and promote the use of teaching and learning technologies.
3. Develop support materials to help ensure faculty and student success in technology-aided teaching and learning.
4. Serve as a liaison with Jessup Online, SPS, Faculty Development, IT, and Education Technology Committee.
5. Provide the technical oversight, management, and administration for academic, library, and Learning Commons electronic resource systems.
6. Coordinate efforts and development of the Faculty One Stop initiative.
7. Other duties as assigned by Supervisor.

qualifications
- Master’s degree required (Instructional Technology, Educational Technology, Learning Technology, MLS, Information Science)
- Higher educational instructional design or instructional technology experience
- Classroom and training experience
- Strong oral and written communication, problem solving skills, and computer literacy;

skills/abilities
- Demonstrated interpersonal and communication skills in working with faculty to interpret needs and provide appropriate solutions.
- Must be proactive, analytical, and self-motivated.
- Must have the demonstrated capacity to adapt to new technology and then train others.
- Ability to manage and participate in multiple projects and to work collaboratively with faculty and staff as a part of an interdisciplinary team.
- Experience with LMS and other educational technologies is preferred.
- Ability to effectively teach college level courses.

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