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## Auburn University Job Description

Job Title: **Mgr, Instructional Technology**

Job Family: No Family

Job Code: **AC03**

Grade 36: \$58,500 - \$97,600

FLSA status: Exempt

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### Job Summary

Manages instructional technology services in support of faculty or outreach programs to provide technology-enhanced delivery of instruction.

### Essential Functions

1. Provides leadership and initiative in the identification, evaluation, recommendation, design, development and deployment of instructional technology.
2. Collaborate with faculty, department heads, architects, OIT, and others as appropriate on the concept and scope of multimedia or instructional technology projects.
3. Manages projects involving coordination with own team members as well as OIT, Facilities, Telecommunications, or others.
4. Secures funding and manages budgets and expenditures related to instructional technology.
5. Develops and delivers training classes or workshops to faculty and staff in use of instructional multimedia technologies to support distance learning and other instructional objectives.
6. Develops operational processes and standards for instructional technology programs, investments, and activities.
7. Serves as point of contact for Instructional Technology department.
8. Selects faculty/instructors for non-credit outreach courses.
9. Produces video projects in support of instruction and or distance learning.

### Supervisory Responsibility

Supervises others with full supervisory responsibility.

*The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.*

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### Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
<b>Education</b>	Masters Degree	Degree in Communications, Management, or related field
<b>Experience (yrs.)</b>	5	Experience in developing, installing and/or supporting the use of instructional technologies

#### Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

#### Substitutions allowed for Experience:

When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

#### Minimum Required Knowledge

Knowledge of the capability and uses of various multimedia systems, distance learning systems, and audio visual systems.

#### Certification or Licensure Requirements

None Required.

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### Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires standing, sitting, reaching, talking, hearing, handling objects with hands.

Job occasionally requires walking, stooping/kneeling/crouching/crawling, and lifting up to 25 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 8/19/2009

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