
Auburn University Job Description

Job Title: **Mgr, Instructional Tech Design**

Job Family: No Family

Job Code: **AC09***

Grade 34: \$45,100 - \$75,100

FLSA status: Exempt

Job Summary

Design, install, and maintain multimedia systems, distance learning, and audio visual systems for campus classrooms and facilities.

Essential Functions

1. Design of multimedia classrooms and communication and video system on campus.
2. Collaborate with architects, campus planners, and department heads on the concept and scope of multimedia system projects.
3. Supervise IT and Telecom Technicians on the installation and maintenance of systems, and coordinate work with Facilities.
4. Evaluate equipment and make purchasing decisions relating to major projects and initiatives.
5. Manage and develop budgets and billing for projects.
6. Ensure correct installation and configuration of equipment.
7. Provide technical support to campus departments for video or multimedia systems.

Supervisory Responsibility

Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

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>
Education	Four-year college degree	Degree in Information Technology, Computer Science, or related field
Experience (yrs.)	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.

Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

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 sitting, reaching, talking, handling objects with hands, .

Job occasionally requires standing, walking, stooping/kneeling/crouching/crawling, hearing, and lifting up to 10 pounds.

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

Date: 1/4/2012
