

## JOB INFORMATION

|                       |                               |
|-----------------------|-------------------------------|
| Job Code              | AC03                          |
| Job Description Title | Mgr, Instructional Technology |
| Pay Grade             | AA12                          |
| Range Minimum         | \$64,820                      |
| 33rd %                | \$82,110                      |
| Range Midpoint        | \$90,750                      |
| 67th %                | \$99,400                      |
| Range Maximum         | \$116,680                     |
| Exemption Status      | Exempt                        |
| Approved Date:        | 7/16/2025 4:28:43 PM          |

## JOB FAMILY AND FUNCTION

|               |                                    |
|---------------|------------------------------------|
| Job Family:   | Academic Services & Administration |
| Job Function: | Instructional Technology & Design  |

## JOB SUMMARY

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

## RESPONSIBILITIES

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>Provides leadership and initiative in the identification, evaluation, recommendation, design, development, and deployment of instructional technology.</li> <li>Collaborate with faculty, department heads, architects, OIT, and others as appropriate on the concept and scope of multimedia or instructional technology projects.</li> <li>Manages projects involving coordination with own team members as well as OIT, Facilities, Telecommunications, or others.</li> <li>Secures funding and manages budgets and expenditures related to instructional technology.</li> <li>Develops and delivers training classes or workshops to faculty and staff in the use of instructional multimedia technologies to support distance learning and other instructional objectives.</li> <li>Develops operational processes and standards for instructional technology programs, investments, and activities.</li> <li>Serves as the point of contact for the Instructional Technology department.</li> <li>Selects faculty/instructors for non-credit outreach courses.</li> <li>Produces video projects in support of instruction and or distance learning.</li> </ul> |
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The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

## SUPERVISORY RESPONSIBILITIES

|                            |                                                                                                                                                                                           |
|----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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. |
|----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

## MINIMUM QUALIFICATIONS

**To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum**

requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.

## MINIMUM EDUCATION & EXPERIENCE

| Education Level   | Focus of Education     |     | Years of Experience | Focus of Experience                                                                          |    |
|-------------------|------------------------|-----|---------------------|----------------------------------------------------------------------------------------------|----|
| Master's Degree   | no specific discipline | and | 5 years of          | Experience in developing, installing and/or supporting the use of instructional technologies | Or |
| Bachelor's Degree | no specific discipline | and | 10 years of         | Experience in developing, installing and/or supporting the use of instructional technologies |    |

Substitutions Allowed for Experience

Yes

*Substitution 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 KNOWLEDGE, SKILLS, & ABILITIES

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

## MINIMUM LICENSES & CERTIFICATIONS

| Licenses/Certifications | Licenses/Certification Details | Time Frame | Required/Desired |  |
|-------------------------|--------------------------------|------------|------------------|--|
| None Required.          |                                |            |                  |  |

## PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: Other

## PHYSICAL DEMANDS

| Physical Demand               | Never | Rarely | Occasionally | Frequently | Constantly | Weight |
|-------------------------------|-------|--------|--------------|------------|------------|--------|
| Standing                      |       |        |              | X          |            |        |
| Walking                       |       |        | X            |            |            |        |
| Sitting                       |       |        |              | X          |            |        |
| Lifting                       | X     |        |              |            |            |        |
| Climbing                      |       | X      |              |            |            |        |
| Stooping/ Kneeling/ Crouching |       |        | X            |            |            |        |
| Reaching                      |       |        |              | X          |            |        |
| Talking                       |       |        |              |            | X          |        |
| Hearing                       |       |        |              | X          |            |        |
| Repetitive Motions            |       |        |              | X          |            |        |
| Eye/Hand/Foot Coordination    |       |        |              | X          |            |        |

WORKING ENVIRONMENT

| Working Condition      | Never | Rarely | Occasionally | Frequently | Constantly |
|------------------------|-------|--------|--------------|------------|------------|
| Extreme cold           |       |        | X            |            |            |
| Extreme heat           |       |        | X            |            |            |
| Humidity               |       |        | X            |            |            |
| Wet                    |       |        | X            |            |            |
| Noise                  |       |        | X            |            |            |
| Hazards                |       |        | X            |            |            |
| Temperature Change     |       |        | X            |            |            |
| Atmospheric Conditions |       |        | X            |            |            |
| Vibration              |       |        | X            |            |            |

**Vision Requirements:**

Ability to see information in print and/or electronically.