INSTRUCTIONAL TECHNOLOGIST

Department: Technology Services
Position: Full-time
Wage: $37,000-$42,000
Posting Date: September 2014

Description

The University of Montana Western invites applications for the position of Instructional Technologist. Candidates must have a passion for emerging technologies and a demonstrated ability to work with faculty, students, and others for successful technology adoption. The candidate should possess a self-starter mentality, strong customer service skills, and must be able to work collaboratively with all levels of faculty, staff, and students. The candidate must have the vision and expertise to help the campus move forward with academic technology adoption.

Responsibilities

The Instructional Technologist is responsible for the research, recommendation, development, adoption, and assessment of existing and emerging academic technologies to enhance face-to-face and online education. Much of the instructional technologist’s work will be based out of an educational research and development classroom (Sandbox Classroom), for which the technologist provides primary support. The position assists with support for the Learning Management System (Moodle) and other academic technology management. The instructional technologist is responsible for classroom and conference room mediation solutions and assists with audio and video equipment check-out, setup, and support. Some limited after hours and weekend support is required.

Additional responsibilities include

1. Promoting and supporting the effective uses of video, audio, textual, graphical and other electronic media for teaching, learning, research and administrative purposes.
2. Developing and delivering training tutorials, instruction sheets, presentations, and workshops on technology use and technology-based teaching and learning.
3. Creating online learning objects including interactive tutorials, podcasts, videos, and other digital artifacts.
4. One-on-one consultations with faculty and students for the successful adoption and use of academic technologies.
5. Providing effective organizational and task management, including managing multiple priorities, working within budget, dealing with multiple constituent groups and functioning in a changing environment.
6. Collaboratively and collegially supporting the teaching and learning mission of the University of Montana Western.

Qualifications

The successful candidate will have a master's degree in instructional technology, education, or a related field with two years of experience providing instructional technology adoption. Candidates with a bachelor's degree and three to four years of experience with instructional technology will be considered.

Knowledge, Skills and Abilities

The candidate will demonstrate experience with or knowledge of the following areas:

1. Support, training and maintenance for classroom mediation and additional audio/visual equipment
2. Windows and Macintosh operating systems, as well as mobile devices such as iPads, Android smartphones, Kindles, etc.
3. Microsoft Office Power Suite (Lync and SharePoint are a plus).
4. Accessibility and usability requirements such as ADA section 508 and universal design strategies.
5. Distribution, social media, collaboration, communication tools (e.g. Facebook, Skype, Lync).
6. Popular multimedia content creation and editing software (e.g. Adobe Creative Cloud).
7. Moodle or other LMS
8. Supplemental technologies for distributed learning (webinar systems, screen capture software, etc.).
9. Excellent oral and written communication skills, including the ability to effectively communicate technical issues at all levels.
10. Providing a high level of customer service
11. Successful adoption of emerging technologies in an educational setting
12. Front-end web design utilizing CSS3 and HTML5 (strongly preferred). Experience with JavaScript is preferred.
13. Classroom teaching (preferred).

Application

Review of applications will begin on October 6 and the position will remain open until filled. Application materials should include a letter of interest, a curriculum vitae including the contact information for three professional references and a statement about the candidate’s experience in leading successful technology adoption. Official transcripts must be submitted prior to hire. Unofficial transcripts will be accepted with the application.
Please send electronic copies (limit to six PDF pages) to jessica.winans@umwestern.edu or alternatively send hard copies of all application materials to:

Jessica Winans  
The University of Montana Western  
710 South Atlantic St.  
Dillon, Mont. 59725-3598

For questions call Jessica Winans, Director of eLearning, at 406-683-7536.

**The University & Dillon Area**

The University of Montana Western, located in Dillon, Mont., is an innovative institution nestled in a scenic valley in the Rocky Mountains of southwestern Montana. The campus Full-Time Equivalent (FTE) for student enrollment is approximately 1,289. Montana Western has over 60 FTE faculty members, features small cases for all students and has been recognized for excellence by U.S. News and World Report. Montana Western's small size and focus on education innovation have earned it the reputation of being a place where faculty and staff chose to collegially and creatively make a difference in the education of students. Montana Western is the first and only public four-year college in the nation to use block scheduling in which students take a single class at a time. This immersion learning program facilitates increased opportunities for experiential types of learning.

The mission of the University of Montana Western is to provide innovative interdisciplinary education through experiential learning that combines theory and practice. Montana Western services citizens of all ages with its academic, community service, and lifelong-learning programs. As part of the global community, Montana Western encourages diversity, international awareness, environmental responsibility, and mastery of technology as a gateway to the world.

Dillon, a community of 5,000 people, is known for outstanding public schools, safe environments, recreational opportunities and an excellent quality of life.

*The University of Montana Western is an equal opportunity/affirmative action employer and encourages applications from qualified women, minorities, veterans and people with disabilities. Qualified candidates may request veterans, or disabilities preference in accordance with state law. Reasonable accommodations are provided in the hiring process for persons with disabilities. Finalists for this position will be subject to a criminal background investigation.*