State College of Florida, Manatee-Sarasota
Job Description

Job Title: Specialist, Instructional Technology
Reports to: Director, Instructional Technology & Distance Learning
FLSA Status: Non-Exempt
Level: 115
Position Class:

Job Summary:
Serves as administrative assistant to the Director of Instructional Technology & Distance Learning. The principal duties of this position include clerical tasks, working with classroom and internet technology, maintaining web site information, and providing some troubleshooting and training for faculty and students.

NOTE: Job descriptions and essential functions are subject to change due to advances in technology, utilization of work force, and other factors which may impact the College’s need to modify position requirements.

Essential Duties and Responsibilities:
The following listing of essential job duties indicates the general nature and level of work required in this job. This is not designed to be a comprehensive listing of all the activities, duties, or responsibilities that may be required in this job. Individuals assigned to this job may be asked to perform other duties as required. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities of the job.

Applicants may be asked to demonstrate any or all of the following duties:

1. Assists Director of Instructional Technology & Distance Learning with duties relevant to the implementation of processes and projects recommended by the QEP team.
2. Works heavily in Distance Learning environment, such as routing help requests, where quick response is critical.
3. Works with externally funded agencies such as METV and various consortia.
4. Provides clerical support to Director or other administrative manager or department, including correspondence, filing, scheduling and responds to inquiries as appropriate.
5. Assists in providing training in areas of Instructional Technology: Web tools, course management systems, classroom technology.
7. Composes documentation for students and faculty in the use of classroom and internet technologies.
8. Coordinates and arranges meetings, prepares agendas, reserves and prepares facilities, and
records.
10. Assists with preparation of budgets, and maintains budget expenditures and balances.
11. Conducts research and compiles and types statistical reports.
12. Creates and maintains database and spreadsheet files. Inputs and updates department
information into current College computer systems.

**Job Qualifications:**
The requirements listed below are representative of the knowledge, skill, and/or ability required.
Reasonable accommodations may be made to enable individuals with disabilities to perform the
essential functions.

- **Education/Experience:**
  Associate’s degree or equivalent from two-year college or technical school and six months to
one year related experience and/or training; or equivalent combination of education and
experience.

- **Supervisory Experience:**
  No supervisory experience required.

- **Language Ability:**
  Ability to read and interpret documents such as safety rules, operating and maintenance
instructions, and procedure manuals. Ability to write routine reports and correspondence.
Ability to speak effectively before groups of customers or employees of organization.

- **Math Ability:**
  Ability to calculate figures and amounts such as discounts, interest, commissions,
proportions, percentages, area, circumference, and volume. Ability to compute rate, ratio, and
percent and to draw and interpret bar graphs. Ability to apply concepts of basic algebra and
geometry.

- **Reasoning Ability:**
  Ability to solve practical problems and deal with a variety of concrete variables in situations
where only limited standardization exists. Ability to interpret a variety of instructions
furnished in written, oral, diagram, or schedule form.

- **Computer Skills:**
  To perform this job successfully, an individual should have advanced knowledge of word
processing, presentation, Internet, database and spreadsheet software. Proficiency in file
management and use of current College database and e-mail software is essential. Experience
with web page creation and editing applications.

- **Certificates and Licenses:**
  None required.
Responsibility for People and Property:
This position is responsible for maintaining departmental budget under the oversight of the Director.

Responsibility for Communication:
• Internal Contacts:
  This position has routine contact with all levels of College faculty, staff, students and administrators. Works closely and frequently with faculty.

• External Contacts:
  This position has routine contact with external contacts such as accrediting agencies, government or other academic institutions, student and or employment applicants, vendors, and the general public, depending on employing unit.

Work Environment:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee may be required to travel to other College campuses and sites.

Physical Demands:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, use manual dexterity, reach with hands and arms, and talk or hear. The employee is occasionally required to stand and walk. The employee must frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color and ability to adjust focus.

General Performance Standards and Expectations:
In addition to satisfactory performance on all of the essential job duties and responsibilities for this job, all State College of Florida, Manatee-Sarasota employees must fulfill the following basic performance expectations:

1. Mission and Goals: Each State College of Florida, Manatee-Sarasota employee is expected to know the College’s mission and goals.

2. Customer Service: All State College of Florida, Manatee-Sarasota employees will strive to provide outstanding customer service to everyone they serve including students, the community, and fellow employees.

3. Grooming and Appearance: State College of Florida, Manatee-Sarasota employees are expected to maintain a neat and professional image at all times. When issued, College personnel must wear uniforms, and maintain a neat, clean, and well-groomed appearance.
4. Safety Awareness: State College of Florida, Manatee-Sarasota employees are expected to work diligently to maintain safe and healthful working conditions, and to adhere to proper operating practices and procedures designed to prevent injuries. Employees are required to wear personal protective equipment as provided.

5. Attendance Standards: State College of Florida, Manatee-Sarasota employees are expected to attend their work assignments and schedules at all times, in accordance with College Rules and Procedures.

6. Training: State College of Florida, Manatee-Sarasota employees are expected to attend College-provided training sessions and meetings when deemed necessary.

7. Continuous Improvement: State College of Florida, Manatee-Sarasota employees are expected to give attention to continuous assessment and improvement of the position’s assigned set of duties and responsibilities.

**Approvals:**
This job description has been reviewed and approved by the leaders whose signatures appear below.

<table>
<thead>
<tr>
<th>Title</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preparing Manager</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Department Budget Manager</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Area Vice President</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Executive Director, Human Resources</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>