POSITION ANNOUNCEMENT

Position Title: Coordinator of Instructional Technology
Full-Time, VSC-UP PAT Bargaining Unit
Exempt, VSC Grade 13

Salary: $40,000 - $45,000 annually plus VSC-UP PAT benefits package

Location: Randolph Center campus but regular and predictable travel possible.

Responsibilities: Plan, implement, manage and administer instructional technology resources including assessing and advising on technologies appropriate to supporting teaching and learning in a college environment.

- Provide faculty development opportunities and training activities in effective and innovative applications of technology, including instructional design support for integrating educational and instructional technology into the classroom environment for on-campus and distance courses.
- Perform hardware and software upgrades.
- Maintain and provide routine repair of equipment.
- Evaluate and negotiate license or service agreements with vendors and outside service providers. Obtain outside service as needed for major repairs.
- Act as local systems administrator of the college learning management system and collaborate with faculty to develop on-line/hybrid courses and course content.
- Hire, train and oversee the students for the learning management system helpdesk.
- Work with faculty in support of an online learning environment and course design/management.
Qualifications: Master’s degree in educational or instructional technology, plus two to four years of relevant experience in a Windows and Apple environment, or a combination of education and experience from which comparable knowledge and skills are acquired.

- Expert knowledge in the use of a wide array of technology products, including multimedia and web writing tools, imaging and video software, authoring tools and information retrieval using the internet is essential.
- Ability to deal effectively and represent the College to a broad range of individuals/groups within and outside of the College.
- Understanding of the Moodle learning management system preferred.
- Experience in training users about new technologies and environments preferred.
- Valid Vermont driver’s license required.
- Must be able to maintain a flexible schedule to meet the needs of faculty, staff and students.

Starting Date: ASAP

Application Deadline: July 31, 2015

To Apply: Submit a cover letter, resume and Vermont Tech employment application to: Office of Human Resources, PO Box 500, Randolph Center, VT 05061. (Employment application is available on the VTC website: www.vtc.edu.

NOTE: All full-time and some part time positions are subject to a criminal background check. Any offer of employment is contingent upon the satisfactory results of this check.

Vermont Tech strongly encourages applications from members of ethnic minority groups and other underrepresented backgrounds. Vermont Tech is an Equal Opportunity Employer and a member of the Vermont State Colleges system. In compliance with ADA requirements, we will make reasonable accommodations for the known disability of an otherwise qualified applicant.