POSITION ANNOUNCEMENT

Position: Instructional Technology Specialist/Vermont Tech
Full-time, Non-Exempt, VSC Grade 11, VSC-UP PAT Bargaining Unit

Location: Randolph Center campus with need for regular and predictable travel.

Compensation: Within the VSC Grade 11 salary range plus VSC-UP benefits package

Responsibilities: Develop and administer College instructional technology resources and services to support teaching and learning; to provide appropriate training for faculty and staff in the use of instructional and presentation technologies and software; to assist faulty in implementing curricular projects using appropriate technology; to support college Distance Learning initiatives.

- Work as part of a team to plan, manage and administer instructional technology, including A/V, synchronous distance learning equipment, online learning management systems and other tools as appropriate.
- Develop and provide training opportunities related to the use of instructional technologies, in the classroom and online.
- Perform basic system administration tasks for relevant learning systems and software.
- Work as part of a Vermont State College team to cooperatively support our learning management system.
- Duties performed primarily in standard office setting but with predictable need for travel.
- Work outside of normal business hours may be expected.
- Valid driver's license required.
Qualifications: Bachelor's degree in Educational or Instructional Technology, plus two to four years of relevant experience in a Windows networked environment, or a combination of education & experience from which comparable knowledge and skills are required.

- Expert knowledge in the use of technology in the classroom with a focus on A/V and distance learning technology.
- Ability to deal effectively with and represent the College to a broad range of individuals/groups within and outside of Vermont Tech.
- Ability to work in teams consisting of members with widely varying technical skills and knowledge.
- Knowledge of the Moodle learning management system preferred.

Starting Date: ASAP

Application Deadline: Applications will be accepted until July 17, 2015.

To Apply: Submit a Vermont Tech employment application, with resume and cover letter to: jobs@vtc.edu. 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.