



COMMUNITY COLLEGE
OF RHODE ISLAND

Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

TITLE	Senior Instructional Technologist
POSITION NO.	501619
LOCATION	Warwick Campus
REPORTS TO	Manager User Services Instruction
GRADE/CBA #	PSA 12
WORK SCHEDULE	Non-Standard: 35 hours per week; some evening & weekend hours may be required as necessary
SUPERVISION	May exercise supervision over classified, non-classified, part time and student employees.
LIMITATION (if applicable)	
REVISION DATE	September 2023

JOB SUMMARY:

The Senior Instructional Technologist facilitates technology-rich teaching and learning by providing evaluation and technical support related to the College's online learning management system and eLearning technologies for online, hybrid, and in-person courses. This position guides the adoption of new and existing instructional technologies at the college and assists faculty and staff in utilizing technology to enhance instruction and student outcomes. This includes assessing instructional needs of faculty and determining application solutions that will support the integration of digital content into the teaching and learning environment.

DUTIES AND RESPONSIBILITIES:

- Guide instructional technology adoption and provide assistance to faculty of varying skill levels in the development and implementation of online, hybrid and classroom courses.
- Support the use of the college's LMS and integrated applications that facilitate digital learning across the curriculum including online, hybrid, and classroom instruction.
- Assist faculty in the use of the college's Learning Management System, Lecture Capture System; Web Conferencing and Collaboration applications; accessibility product; and Enterprise Video System.
- Provide tier 2 eLearning technical support for faculty, students, and staff; utilize the IT Helpdesk ticketing system to route problems to appropriate Online Learning & Technology staff.
- Conduct in-person and remote workshops, webinars, trainings, and consultations for faculty on current technologies and new initiatives in instructional technology.
- Create training materials to accommodate self-learners and provide resources for faculty and students.
- Consult with faculty on appropriate use of technology in instruction including instructional design principles.
- Participate in quality assurance review of online courses and recommend changes.
- Assess instructional needs of faculty and determine application solutions that will support the integration of digital content into the teaching and learning environment.
- Participate in the discovery, evaluation, implementation, and use of emerging technologies that have potential value for teaching and learning, and enhance the students' learning experience.
- Provide technical support for all online learning management system instructional initiatives to improve learning outcomes, facilitate technology-rich teaching, and advance curricular innovation.
- Stay informed about the current state of and future advances in instructional technology, and digital and online learning.
- Facilitates the sharing of new learning, instructional techniques, and instructional technologies, including emerging technologies in creative and collaborative ways

LICENSES, TOOLS, AND EQUIPMENT:

Computers and peripheral devices: Mac, Windows, and mobile OS. MS Office, Blackboard and other LMS, video and web conferencing, multimedia, lecture capture systems.

ENVIRONMENTAL CONDITIONS:

Close visual work required. Some local travel may be required.

REQUIRED QUALIFICATIONS:

- Bachelor's Degree preferably in Computer Technology, Information Sciences, Educational Technology or a related field
- A minimum of four years relevant experience
- Proficiency in Blackboard Learn/Ultra LMS
- Familiarity with Microsoft Office Suites including but not limited to Excel, Word and PowerPoint

PREFERRED QUALIFICATIONS:

- Master's degree in Instructional Technology, Educational Technology, or Instructional Design
- Demonstrated experience in providing instructional support and faculty professional development in Higher Education
- Higher Education teaching experience

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.