

INSTRUCTIONAL SPECIALIST

FULL-TIME, CONTRACT

Eastern Gateway Community College is now accepting applications for the position of *Instructional Specialist*. The Instructional Specialist collaborates with faculty to facilitate the development, revision and delivery of online and technology-mediated courses. The Instructional Specialist provides technical support to faculty, staff, and students to minimize or resolve problems as they occur. This position is responsible for the day-to-day management and administration of the Learning Management System. This position applies instructional design principles while maintaining and supporting online courses, students, and materials. The Instructional Specialist will report to the Dean of Online Education and will be based at our campus located in Steubenville, OH.

Eastern Gateway Community College offers a generous benefits package including medical, vision, dental, short-term/long-term disability, sick/vacation leave and life insurance. Salary is based on experience and commensurate with our salary administration plan.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Assists with training and support for learning management systems and other online learning tools used by faculty.
- Provides input in the development of and improvement of EGCC's system-wide program/s that enables students to use technology as learning tools. Investigates and disseminates information on best practices for technology integration, sources of information on trends, research and applications related to technology use in the school program.
- Supports and assists faculty in the delivery and maintenance of online courses.
- Prepare reports for discussion with the Dean of Online Learning.
- Gathers information documenting the effectiveness of courses, interprets this information, and provides constructive input in evaluation of the courses.
- Provide technical support to faculty and students for online teaching and learning tools.
- Updates online instructional materials using web editing and other related online course delivery software.
- Provide training to teachers in the use of current technology to meet curriculum goals.
- Provides training to teachers in computer competencies.
- Maintains current knowledge of technology and instructional practices that relate to the use of online technology.
- Ensures that all course delivery systems and courses residing on them are properly working through compatibility testing for multiple operating systems, web browsers, and assorted plug-ins.

- Provides guidance and leadership to faculty for the design and delivery of new technologies for online instructional purposes.
- Participates in faculty development activities that help integrate technology in various curriculum areas at the college.
- Converts hard copy instructional materials at the request of faculty (Word, PowerPoint, scan-able materials, video, audio, etc.) to electronic format to enhance student learning.
- Advises faculty and staff on the capabilities and limits of web and technology-based teaching, learning, and course management systems.
- Provides analysis, design, development and implementation of online courses, and web based training.
- Provides and drafts storyboards and mock-ups, and writes and supports the development of content as needed.
- Maintains knowledge of current best practice approaches to web-based pedagogy for faculty and staff.
- Creates educational and training-related guides and materials for use with education online technology, distance learning, and other instructional models.
- Helps build and maintains a library of online learning resources.
- Researches and implements new and emerging technologies for use with online and hybrid classes.
- Assists with special online projects.
- Other duties as assigned.

EDUCATION & EXPERIENCE:

- Bachelor's Degree in Instructional Technology, adult learning or equivalent degree required; Master's Degree preferred.
- Demonstrated experience in instructional design process and technology usage.
- Experience in Loud Cloud or other learning management systems preferred.
- Demonstrated experience training and supporting faculty and students in the use of online learning.
- Demonstrated experience in the management of course management systems.
- Experienced with curriculum development and classroom teaching, preferred.
- Experienced in distance learning in an educational institution setting.
- Demonstrated experiences in HTML programming and Adobe Photoshop or equivalent.
- Computer programming experience in web associated languages.
- Demonstrated experience in Macromedia Flash, Dreamweaver and/or other authoring programs.
- Experience in informational technology work in an academic setting.
- Experience in higher education environment is desired.
- Demonstrated experience with use of teaching and learning technologies such as course management tools, Smart Technologies, instructional technologies and audio/video capture.

SKILLS & ABILITIES:

- Demonstrated ability to multitask and manage in a dynamic environment.
- Demonstrated ability to effectively communicate one-on-one, in small groups, and in classroom situations.
- Proficient in word processing and presentation software, internet, and e-mail.
- Demonstrated ability to work with a diverse group of faculty, staff, and students independently.
- Effective verbal, written, and listening communication skills.
- Effective problem solving skills.
- Course development experience.
- Knowledge of Power Campus Information System is desired.

Resumes and the names, addresses, and telephone numbers of at least three professional references should be sent to:

Human Resources
careers@egcc.edu

**Internal applicants should include an Employee ID number in their letter of intent.*

Applications will be accepted until this position is filled.

Eastern Gateway Community College does not discriminate on the basis of race, color, religion, ancestry, national origin, sex, age, disability, veteran status, military status, gender identity or expression, genetic information, or sexual orientation. The College will promote equal opportunities to all employees, applicants for employment, students, and student applicants for admission to the College through a positive and continuing affirmative action program. Eastern Gateway Community College will fully comply with all federal, state, and local laws and regulations to guarantee equal opportunities. All contractors of this College will comply with existing federal and state regulations concerning equal employment opportunities and affirmative action. Eastern Gateway Community College is an equal opportunity institution.