Definition of Class
This is a non-supervisory position in which the incumbent assists in the development of on-line courses and converts print-based instructional materials to be used in web-based courses. The incumbent also trains faculty and staff in the use of on-line course delivery methods and interactive classrooms.

Examples of Work Performed
Assists faculty and staff in the development of web-based courses.

Converts print-based instructional materials into University selected course delivery system. Modifies and revises existing courses as needed. Verifies the integrity of courses offered via the Internet.

Codes necessary HTML and World Wide Web documents for conversion purposes.

Trains and assists faculty in the use of on-line course delivery methods and trains staff on the administrative functions associated with enrolling students. Trains faculty and staff on the use of interactive classrooms.

Stays abreast of current instructional technology by attending conferences.

Hires, trains, and schedules facilitators to assist faculty, staff, and students in interactive classrooms.

Provides user support to meet faculty, staff, and student computing needs. Answers questions and solves general problems relating to on-line course and instructional technology equipment.

Acts as liaison between faculty and student enrolled in course. Posts grades and announcements as a mean of communication.

Designs and coordinates the publication of fliers, brochures, reports, newsletters, and related materials.

Performs similar or related duties as assigned or required.

Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Converts print-based instructional materials to be used in web-based courses; modifies and revises existing courses as needed.

2. Trains faculty, staff, and students in the use of instructional technologies.

3. Provides user support to meet faculty, staff, and student computing needs. Answers questions and solves general problems relating to on-line course and instructional technology equipment.
**Minimum Qualifications**

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate’s ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

- **Physical Exertion:** The incumbent may be required to lift up to approximately 50 pounds.

- **Vision:** Requirements of this job include close vision and color vision.

- **Speaking/Hearing:** Ability to give and receive information through speaking and listening.

- **Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to sit; talk and hear; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The incumbent is periodically required to walk. The incumbent is occasionally required to stand and stoop, kneel, crouch or bend.

**Experience/Educational Requirements:**

- **Education:** Bachelor’s Degree from an accredited four-year college or university in a related field.

- **Experience:** Two (2) years of experience related to the above described duties.

- **Substitution Statement:** Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

**Interview Requirements**

Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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