JOB DESCRIPTION

Academic Instructional Technology Consultant

**Definition of Class**
This is a non-supervisory position in which the incumbent provides technological support to University faculty, staff, and administrators in the design and preparation of multimedia presentations and productions. Incumbent to this position reports to the Instructional Technology Specialist.

**Examples of Work Performed**
Assists in providing technical instruction to University employees concerning software programs utilized in multimedia presentations.

Makes recommendations concerning appropriate use of presentation graphics, design, and layout.

Prepares multimedia computer productions. Utilizes a variety of scanners and/or cameras to create graphs; creates original illustrations utilizing available software programs.

Assists instructors with the use of web-based course management systems such as Blackboard.

Performs administrative functions to maintain/support web-based course management system.

Develops and maintains database programs used to track activities, software programs, and available resources to include graphs and photos.

Assists in the design and preparation of instruction manuals and resource guides.

Provides instruction and consultation to external groups such as kindergarten through twelve schools, community colleges, and private businesses.

Reviews occupational related literature, keeping abreast of current technologies and software upgrades.

Communicates with University computer center regarding hardware upgrades and problems.

Performs related or similar duties as required or assigned.

**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. Provides technical assistance to faculty, staff, and administrators in the production of multimedia presentations.

2. Provides technical assistance in the use of web-based course management systems.

3. Maintains current knowledge of software available to enhance instruction and communication through multimedia presentations.
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 10 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; and use hands to finger, handle, or feel. The incumbent is occasionally required to stand, and walk.

Experience/Educational Requirements:

Education:
Two (2) years of post-secondary level education.

AND

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.

Rev. 04/01/2015

The University of Mississippi is an EOE/AA/Minorities/Females/Vet/Disability/Sexual Orientation/Gender Identity/Title VI/Title VII/Title IX/504/ADA/ADEA employer. The University complies with all applicable laws regarding equal opportunity and affirmative action and does not unlawfully discriminate against any employee or applicant for employment based upon race, color, gender, sex, sexual orientation, gender identity or expression, religion, national origin, age, disability, veteran status, or genetic information. The University of Mississippi is an “at will” employer. This job description does not constitute an employment contract or negate “at will” employment.