Definition of Class
This is a supervisory position in which the incumbent manages budgets, software/hardware, facilities, and personnel in support of instructional technologies. This includes developing infrastructure and strategies to assist faculty in using, incorporating, and developing current technologies to assist in the pedagogical process. The incumbent works as part of a senior IT management team, supporting other academic and staff technology initiatives, encompassing, but not limited to desktop computing, network/systems/software applications, and University Web pages.

Examples of Work Performed
Manages Instructional Technology’s budget, facilities, personnel, and software/hardware, including the day-to-day management of the Faculty Technology Development Center.

Responds to requests for technology training sessions. Contacts members of the University to determine appropriate training and seminar sessions. Schedules and coordinates the facilitation of all Information Technology academic training sessions. Assists in improving existing seminars and developing new sessions. Aids in instructing appropriate sessions.

Manages the learning management system (LMS) environment for the campus, e.g., planning upgrades, working with other technical staff to execute those upgrades, testing, and notifying users. Provides training, support materials, and technical assistance related to the LMS.

Creates and produces Information Technology print and online documentation. Determines materials to be developed into documentation. Coordinates production of text, generates graphics, edits source materials. Provides layout and design for print and online documents.

Codes necessary HTML and World Wide Web documents for internal Information Technology purposes.

Trains support staff and faculty on the use of the instructional technology facility. Develops programs that promote, support, and integrate instructional media in teaching and learning. Informs faculty with forums, seminars, and online announcements.

Reads professional journals and accesses knowledge bases to keep up with current instructional technology processes, technologies, hardware, and software.

Oversees the quality of service provided in the instructional technology facilities. Provides necessary management and supervision of day-to-day operations. Plans for and carries out programs that bring about improved efficiencies in technology, e.g., through campus site-license software.
Assesses faculty instructional technology needs. Coordinates task teams to develop faculty instructional technology projects. Chairs instructional technology standing committee of the Faculty Senate.

Plans for and coordinates equipment and software acquisition for instructional technology's facilities. Contacts vendors for information and pricing of products.

Provides user support to meet faculty, staff, and student computing needs. Answers questions and solves general computing problems. Advises individuals and departments on purchases of hardware and software.

Identifies promising models for the use of technology and instruction; develops pilot projects. Evaluates the performance and usability of an application. Demonstrates the use of applications as necessary. Performs similar or related duties as assigned or required.

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

1. Supervises Instructional Technology’s budgets, facilities, personnel, and software/hardware, including the management of the Faculty Technology Development Center.
2. Creates, develops, and produces Information Technology print and online documentation.
3. Coordinates Information Technology based training sessions and seminars for faculty and students.
4. Coordinates, facilitates, and assists faculty development or purchase of technology driven educational and instructional materials.
5. Provides necessary technical support to the University campus and community end users.

**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 25 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 periodically required to talk and hear; sit; and use hands to finger, handle, or feel. The incumbent is occasionally required to stand and walk.

Experience/Educational Requirements:

Education:
Master's Degree in a Computer Science, Management Information Systems, Instructional Technology, or a related field from an accredited four-year college or university.

AND

Experience:
Three (3) 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. 04/27/15

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.