



**Position Title:** Coordinator of Instructional Technology

**Department:** Center for Innovation in Teaching and Learning

**Reports To:** Director of Instructional Design & Clinical Assessment

**Classification/  
FLSA Status:** Level II (Full-Time / Exempt)

**Primary Function:** The Coordinator of Instructional Technology supports and enhances the educational experience through the effective integration of instructional technologies. This position is responsible for the procurement, distribution, and inventory management of the campus iPad program and assists with the administration and support of the campus learning management system (LMS). The coordinator conducts ongoing research and testing of instructional technologies to support engaging and effective teaching and learning practices. Working collaboratively with faculty, staff, and IT, this role focuses on ensuring seamless access to and support for instructional technology resources for students and faculty.

**Key Responsibilities:**

1. Serves as a campus contact for faculty and students regarding training and technical issues related to the campus learning management system;
2. Coordinates the quarterly distribution, tracking and maintenance of iPads for incoming students and new faculty;
3. Coordinates and delivers quarterly New Student (Q1) technology training sessions (iPad Basics, Introduction to Electronic Testing, Notability);
4. Collaborates with IT staff to ensure effective support to faculty and students in the use of technology;
5. Tests and pilots emerging learning technologies to enhance campus teaching and learning;
6. Provides training and onboarding support for new faculty in the use of campus instructional technologies (e.g., LMS and iPads);
7. Consults with faculty to assist in learning needs analysis and recommend appropriate instructional technologies to enhance teaching and learning;

8. Assist the CITL team in the planning and delivery of faculty development events (large group sessions, small group sessions and individualized sessions);
9. Creates, updates, and publishes user documentation, including web-based resources and user manuals, for supported instructional technology tools and softwares;
10. Assists the Director of Instructional Design & Clinical Assessment with eBook development, formatting, and proofing, as needed;
11. Serves as lead coordinator for the electronic testing initiative, including posting quarterly student and faculty iPad-readiness reminders, assisting faculty with test development, and providing eTesting trouble-shooting support, as needed;
12. Assists the Director of Instructional Design & Clinical Assessment in working with faculty to align learning outcomes with course assessments.
13. Assists the Director of Instructional Design & Clinical Assessment with oversight and coordination of the CITL work-study student program;
14. Stays informed about the current state of and future advances in instructional and multimedia technology, e-learning applications, and digital media creation/delivery;
15. Assumes such other duties as assigned by the Director of Instructional Design and Clinical Assessment;
16. Lends enthusiastic support to college policies and to fellow co-workers;
17. Participates in Lyceum;
18. Demonstrates a commitment to Sherman College's mission.

**Basic Knowledge and Skills:**

1. Bachelor's degree required in Education, Instructional Design or related field or sub field desired (technical writing, communication, computers, graphic design, and project management).
2. Knowledge and experience in the use of Apple products and operating systems.
3. Excellent writing and proofreading skills.
4. Customer service oriented.
5. Effective time and resources management.
6. Self-motivated and ability to multi-task with minimal supervision.
7. A high degree of creativity as well as critical-thinking and problem-solving skills.

**Physical demands and work environment:**

**Physical Demands:** While performing the duties of this job, the employee is occasionally required to walk, stand/sit; use hands to finger, handle or feel objects or controls; reach with hands and arms; talk and hear. Specific vision abilities required by the job include close vision, distance vision and the ability to adjust focus.

**Mental Stresses:** Multi-task demands

**Work environment:** While performing the duties of this job the employee works in a controlled work environment and the noise level in the work environment is usually minimal.

**General sign-off:** The employee is expected to adhere to all college policies and to act as a role model in the adherence to policies.

I have read and understand this explanation and job description:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date