



# Monmouth

## COLLEGE

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### **DESCRIPTION, DUTIES & EXPECTATIONS OF POSITION**

<b>POSITION TITLE:</b>	INSTRUCTIONAL TECHNOLOGY MANAGER
<b>PERSONNEL CLASSIFICATION:</b>	ADMINISTRATIVE STAFF, FULL-TIME
<b>DEPARTMENT:</b>	OFFICE OF ACADEMIC AFFAIRS
<b>DEPARTMENT HEAD:</b>	VICE PRESIDENT FOR ACADEMIC AFFAIRS AND DEAN OF THE FACULTY
<b>IMMEDIATE SUPERVISOR:</b>	VICE PRESIDENT FOR ACADEMIC AFFAIRS AND DEAN OF THE FACULTY

**OVERVIEW:** Reporting to the Vice President for Academic Affairs and Dean of the Faculty, the primary function of the Instructional Technology Manager position is to provide leadership, policy and program development and implementation, consultation and support services for faculty integrating technology into teaching and learning. This full-time, twelve-month position also directly trains and assists faculty in identifying appropriate and effective ways to use technology in support of a face-to-face liberal arts environment. Beyond the skills required to support instructional technology initiatives on campus, this person must possess the personal skills, such as initiative and leadership, necessary for developing this position.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Provide leadership in development, implementing and maintaining programs and procedures requiring the exercising of good judgment and independent discretionary on matters of institutional significance such as policy and procedural development, implementation and maintenance at an institutional level for all academic areas.
- Consult with faculty about technology and explore issues and opportunities related to its use in support of teaching and learning.
- Collaborate with the Instructional Technology and Training Specialist and librarians to provide faculty consultation and training for the design and development of instructional technology projects.
- Assist faculty in identifying and testing software to support teaching and learning.
- Work with the Instructional Technology and Training Specialist to identify and develop workshops to support teaching and learning with technology.
- Research and identify new technologies that have potential to improve teaching and learning in a face-to-face liberal arts environment.

- Keep abreast of developments in instructional technology by attending professional meetings and reading professional journals and other publications related to the use of technology in higher education.
- Maintains a high level quality of customer service standards in dealing with and responding to end-user requests.
- Performs other duties as assigned.

**QUALIFICATIONS (required unless otherwise noted):**

- Bachelor's degree required; graduate degree in relevant field (such as Instructional Design, Adult Learning, or Library and Information Science) strongly preferred.
- Three years' experience in the field of instructional technology.
- Prior experience in a higher education and experience in a small, private liberal arts setting.
- Demonstrated ability to work with users teaching in a variety of styles and utilizing a wide range of educational technologies.
- Excellent oral and written communication skills.
- Ability to collaborate effectively with faculty and with library and Information Services staff.
- A service-oriented work ethic.

**GENERAL EXPECTATIONS OF POSITION:**

Regular attendance on the job is an essential function of the position. Maintain regular and predictable work schedule as assigned by the position supervisor. Work additional time (weekends and evenings) as necessary to successfully carry out all position responsibilities and achieve program goals and results. Instructions and assignments are to be carried out in a manner that promotes and is consistent with the intrinsic goals of Monmouth College. All requirements are subject to change, with possible modifications made to reasonably accommodate individuals with disabilities.

**ADDITIONS, AMENDMENTS, AND DELETIONS:**

The whole or any portion of this Position Description may be added to, amended, or deleted at any time by the position supervisor, department head or President.

**DISTRIBUTION:**

One (1) copy of this document will be provided to the employee, immediate supervisor, and department head. An additional copy will be maintained in the employee's personnel file.