

D'Youville College  
Position Description  
Instructional Technologist  
Department of Online Learning  
Classification 7

**General Statement of Duties**

The Instructional Technologist reports to the Director of Online Learning and has assigned responsibilities to the Dean Online Learning. In particular, the Instructional Technologist provides services to students, faculty, and staff in the use of all types of instructional technology that relate to the academic mission of the college. The department's mission is to develop and maintain Online and Hybrid/Blended Learning services and support the integration of technology into instruction at the college in support of the D'Youville College mission and strategic plan objectives.

**Distinguishing Features of the Position**

- Reports to the Director of Online Learning
- Acts as the graphical user interface (GUI) administrator for the Colleges instance of Canvas, Canvas Catalog, and Panopto
- Serve as the primary contact person for course management software issues and questions.
- Work with faculty to identify technological support and tools needed by students, faculty, and staff for use in online course instruction.
- Help staff to identify technology tools and technology trends needed for use in online course instruction.
- Collaborate with other online learning staff, on campus, and remote OPM partner staff, in the provision of instructional technology services to DYC constituents.
- Manage course creating/management software and user account databases.
- Develop and disseminate training materials and support materials.
- Coordinate/manage multimedia/hypermedia services and manage digital video equipment use.
- Provide and manage other online learning services as directed by the Director of Online Learning.
- Evaluate instructional media tool(s)
- Work under time and production deadlines while producing quality deliverables
- Advises Director of Online Learning when NY State and federally mandated requirements are, (or are not yet), met in the online offerings, e.g., Sections 504 & 508 Amendment to the Rehabilitation Act of 1973
- Promotes accessibility in all content development, instructor training & course designs
- Monitors adherence to copyright laws in classes in the learning management system, LMS
- Conducts research to identify potential improvements to course development by using new and emerging instructional technologies, e.g., useful plug-ins and Web 2.0 tools
- Cross trains with other staff for back up during vacations or sickness.
- Assist faculty in the design of advanced digital learning resources such as interactive video, LMS question banks, & interactive HTML5 learning tools
- Collaborate and assist with OPM vendor in the design of online courses
- Together with the Instructional Designer, evaluate all OPM designs based on QM standards

**Examples of Inclusive Duties (illustrative only)**

- Provide support to online learning students (help desk) - orientation, troubleshooting, and install support.
- Set up student and faculty accounts on the Learning Management servers and maintain these account records in a database.
- Assist the Director of Online Learning in planning Instructional Media and Online Learning services.
- Design and set up course sites on the Learning Management System.
- Provide training and support to faculty who use Online Learning technologies.
- Assist students, faculty, and staff in designing and uploading Online Learning sites and other multimedia files.
- Provide technical support to multi-media users on postproduction of digital video.
- Make purchases, keep track of purchase orders, and check on the delivery of items when needed for e-Learning department
- Assist the Director of Online Learning with provision and evaluation of department services
- Carry out any other assignments given by the Director of Online Learning

### **Required Knowledge, Skills, and Abilities**

Understanding of, and support for, The D'Youville College Mission. Minimum of an associate degree (or equivalent, 60 + credits) in computer science, information technology, instructional design, digital media arts/communication, MIS/Business or related field. Three years of service-related experience, knowledge of administration of course management software such as Canvas or Moodle, and ability to demonstrate self-direction and motivation.

### **Preferred Qualifications:**

Experience in customer service at a College or University

Experience working for, volunteering for, or learning at a mission and purpose-driven organization.

Experience using and supporting the use of the Canvas LMS system, Canvas Catalog, and Panopto

BA/BS degree in computer science, information technology, instructional design, digital media arts/communication, MIS/Business, or related field.

When you apply, include a cover letter explaining how your candidacy shows support for our mission, experience or education related to the elements of the job description and include a resume, and their references, preferably direct supervisors.

See this link for a video on D'Youville: <https://www.youtube.com/watch?v=4hqnytrzdLA>

See this link to apply for the position:

[https://recruiting.myapps.paychex.com/appone/MainInfoReq.asp?R\\_ID=2797366&B\\_ID=91&fid=1&Adid=0&ssbgcolor=5B5B5B&SearchScreenID=10059&CountryID=3&LanguageID=2&InternalJobCode=151900](https://recruiting.myapps.paychex.com/appone/MainInfoReq.asp?R_ID=2797366&B_ID=91&fid=1&Adid=0&ssbgcolor=5B5B5B&SearchScreenID=10059&CountryID=3&LanguageID=2&InternalJobCode=151900)