Supervisor, Educational Technology

Job Code 00001275

General Description
This position will exemplify effective departmental interrelationships and the instructional system development model through leadership, coordination and communication within the Department, the University, and the general public as it relates to initiatives, projects, operations, and emerging technologies specifically within the Educational Technology Center.

Examples of Duties
Participate in team-based projects and in the development and implementations of departmental strategic and operational plans and direct and supervise the integration of these plans within the Teaching Theaters’ operations.
Manage the M&O and capital improvement budgets for the Teaching Theaters.
Update Instructional Technology software and hardware as needed.
Assign and clarify specific responsibilities.
Provide advice and assistance in the achievement of staff goals.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: Related University and outside agencies rules and guidelines; still photography camera skills; video and audio production techniques, personal computer software; scanning techniques.
Skill in: Presenting material effectively orally and in writing to individuals or groups on various topics, policies and procedures.
Ability to: Establish rapport with a variety of clients; supervise staff effectively; direct the work of others; manage office budget; work under pressure; integrate media into lecture hall.

Educational Experience
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements