



NOTICE OF VACANCY

Instructional Technology Specialist

REPORTS TO: eLearning Coordinator

DESCRIPTION OF POSITION: Work with the office of eLearning to provide instruction, training, and resources to facilitate the use of technology in the classroom which will increase student use and knowledge about technology. Work with the eLearning Coordinator to develop and lead professional learning opportunities to meet the diverse learning needs of faculty and students as it relates to integrating technology into the academic environment. Maintain and facilitate a state-of-the-art technology center for faculty, students, and classroom use.

More specifically, the Instructional Technology Specialist is responsible for the following:

DUTIES AND RESPONSIBILITIES

Professional Learning

- Plan and conduct Professional Learning opportunities on current and emerging technologies for education.
- Develop and publish professional learning sessions on the institutions Learning Management System (LMS) platform.
- Maintain knowledge of and communicate current research findings and forecasts related to effective use of technology in the educational environment.
- Seek training opportunities and certification for current and emerging technologies that can be utilized in education.

Technology Center

- Research current technology trends in education and recommend purchases to maintain or upgrade the technology center to be used by students and faculty.
- Maintain education and collaboration zones within the technology center focusing on integrating technology in the educational learning environment.
- Ensure availability to faculty and students for instruction on various technology platforms and the use of the technology center.
- Oversee the iPad Mobile Device Management (MDM) system and distribution of iPads to faculty and staff for educational use.

eLearning

- Work with eLearning Coordinator to provide administration, maintenance, updates, and support of the campus LMS, including LTI and 3rd party elements.
- Plan and conduct trainings for faculty on the campus LMS.
- Serve as the subject matter expert for the LMS, providing support to faculty, staff, and students.
- Serve as the Tier 2 support contact for LMS issues and troubleshooting.
- Monitor the LMS Student Information System (SIS) upload process and collaborate with IT to resolve any issues or updates.
- Attend monthly Canvas CSM meetings and report back to eLearning Coordinator.

DUTIES AND RESPONSIBILITIES (cont.)

- Manage and monitor the LMS sub-account structure, course shell creation, blueprints, and templates.
- Proctor tests for eLearning Department. This could require working outside normal working hours.
- Utilize, train, and administer Video Conferencing solutions (e.g., Zoom, Microsoft Teams, Canvas) within the Office of Instruction.

General Duties

- Maintain proper inventory control and review practices.
- Create purchase requisitions following purchasing guidelines.
- Special projects and other duties as assigned by the Vice President of Instruction or eLearning Coordinator

MANDATORY QUALIFICATIONS

- Must hold the minimum of an Associate's degree from a regionally accredited institution of higher learning.
- Must possess the ability to exercise considerable initiative, independent judgment, discretion and confidentiality with regard to working with instructors and students.
- Must be able to work and communicate effectively with the students, staff, faculty, administration, technical support, and diverse groups.
- Must have an in-depth background in working with hardware and software and have an intermediate knowledge of word processing, database, spreadsheet, and presentation graphics software as well as a strong understanding of various presentation delivery platforms.
- Must possess a willingness to learn various instructional technology software packages and any new technologically advanced equipment.
- At least five years of experience in the information and/or instructional technology field
- Must appreciate the concept of the community college.

KNOWLEDGE AND SKILLS REQUIRED

- Ability to be a team player and demonstrate accountability for responsibilities.
- Ability to conduct or attend meeting in various locations across campus.
- Ability to make difficult decisions and properly respond to sensitive situations.
- Ability to multitask and possess initiative.
- Ability to organize events and carry out major projects with minimal supervision and direction.
- Ability to use, learn, and teach technology platforms commonly used in the educational environment, i.e., Windows, MacOS, iPadOS, Apple TV's, Microsoft Office, Canvas, Swivl, Promethean Boards, projectors, etc.
- Ability to work and communicate effectively with all college stakeholders including administrators, faculty, staff, students, and local patrons.
- Ability to work effectively with many constituencies in diverse communities including but not limited to contractors and/or vendors.
- Able to think creatively and respond timely to pressing deadlines.
- Broad understanding of and experience with issues and policies in public higher education and within a community college system.
- Dedicated to and appreciate the concept of the community college.
- Demonstrated effective use of technology.

KNOWLEDGE AND SKILLS REQUIRED (cont.)

- Highly attentive to detail.
- Must have an in-depth background in working with hardware and software and have an intermediate knowledge of word processing, database, spreadsheet, and presentation graphics software as well as a strong understanding of various presentation delivery platforms.
- Must have the ability to exercise considerable initiative, independent judgment, discretion, and confidentiality with regard to working with instructors and students.
- Must have the ability to work and communicate effectively with the students, staff, faculty, administration, technical support, and diverse groups.
- Must possess a willingness to learn various instructional technology and design software packages and any new technologically advanced equipment.
- Skill in operating equipment, such as personal computer, promethean board, printer, and phone system.
- Strong sense of personal and professional integrity.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hand to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee frequently is required to sit, stand and walk. The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision. This position may require prolonged periods of viewing a computer screen. This position requires some travel and working some evenings and weekends.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

TERMS OF EMPLOYMENT

This is a Full-time, 12-months, Non-Exempt, and Non-Teaching Professional (NP) position

SALARY

The salary will commensurate with education and experience.

APPLICATION PROCEDURES

Applicants should submit all of the following in order for their application to be considered for employment:

1. MDCC Employment Application Form (**online only**)
2. **Unofficial** College Transcript(s)
3. Current Resume
4. Valid Driver's License
5. Authority to Release Information Form/ Consent Form

The MDCC Employment Application can be found on the MDCC Human Resources website, <https://msdelta.formstack.com/forms/applicationforemployment>

Official transcripts **are required upon hire** and may be sent directly from the university/college electronically to humanresources@msdelta.edu or via postal mail to:

Office of Human Resources - P. O. Box 668 - Moorhead, MS 38761

DEADLINE

Internal/External– October 29, 2025 at 5:00 p.m.