



Instructional Technologist

Review: February 15, 2012

(Job #12-08) Information Technology Consultant (Instructional Technologist) \$3,595—\$7,359/month.

Appointments are typically made at the beginning of the salary range. This is a full-time, benefited, 10/12-month (work 10 months with pay and benefits over 12 months), on-going, temporary position in the College of Professional Studies with additional appointments dependent upon performance, departmental need and available funding.

Position Summary: The Instructional Technologist will work collaboratively with faculty and others in the college in supporting distributed learning initiatives. The incumbent will provide instructional design, media development and technical assistance to college faculty, develop and deliver training and other learning opportunities in a variety of formats including face-to-face, online, and blended environments. This position will report to the Distributed Learning Director in the College of Professional Studies.

Duties: The Instructional Technologist's primary responsibilities will include but are not limited to:

- Work collaboratively with faculty and others in the College of Professional Studies (CPS) on all manner of video/web media production and support as it relates to distance, hybrid and face to face course development. Work with faculty on the development of web/video based learning objects, including but not limited to:
 - Learning simulations
 - Video based instruction
 - Web-based supplementary instruction
- Working directly with faculty on creating or transforming existing face-to-face courses to an online/hybrid format.
- Develop course support materials that help ensure student success in distributed learning experiences
- Provide captioning and other accessibility support services as it relates to video / media production.
- Assist in the planning, development and execution of promotional materials related to distributed learning initiatives.
- Provide guidance on the appropriate selection and application of learning technologies
- Work collaboratively with faculty and others in the College of Professional Studies in the design, development and implementation of the college's "Digital Learning Objects Library."

Minimum Qualifications: Education & Experience: Bachelor's degree or equivalent. At least two years of work experience in instructional design (with emphasis on web development and media production), educational technology or a closely related field. Master's degree in above work fields can substitute for one year of experience.

Knowledge, Abilities & Specialized Skills: Ability to manage and participate in multiple projects, and to work collaboratively with faculty and staff as a part of an interdisciplinary team. Strong web, video, verbal and written communication skills. Comprehensive knowledge and demonstrated expertise in the use of a wide variety of web and multimedia development software. Examples include Final Cut Pro or Adobe Premiere Pro, Dreamweaver, Photoshop, Elluminate or related technology, Flash Professional, Captivate/Camtasia and other related learning technologies. Demonstrated ability to apply technical, pedagogical, and consultative skills to understand, analyze and diagnose faculty/student needs, and to translate those needs into media solutions. Demonstrated interpersonal and communication skills in working with faculty to interpret needs and provide appropriate solutions. The incumbent must have a strong commitment to customer service, be proactive, and self-motivated in order to support the diverse needs of faculty related to distributed learning initiatives within the college.

- a. Interpersonal skills involved in performing the following tasks:
 - making effective oral and written presentations
 - troubleshooting instructional and learning problems in a variety of settings
 - establishing cooperative working relationships with persons contacted in the course of

(Continued on reverse)

- performing duties
- working patiently and supportively with individuals with limited technology skills, and effectively developing those skills.
- b. Ability to work with multiple deadlines and multiple projects simultaneously.
- c. Ability to apply advanced critical thinking skills in a fast-paced, changing environment.
- d. Commitment to quality, innovation, and customer service principles.
- e. Ability to build successful relationships with customers, coworkers and administrators.
- f. Willingness to accept differences among individuals; open-minded, and willing to hear and accept other's suggestions.
- g. Commitment to inclusiveness, with evidence of a history of working effectively with diverse individuals and groups.

Preferred Qualifications: Two years of higher education experience working collaboratively with faculty and staff on distance or hybrid course design and multi-media/video projects. Demonstrated ability to develop rich learning experiences through web, video and animated mediums.

Application Procedure: Applicants must submit a letter of interest, an HSU employment application, resume and contact information for at least three professional references to Human Resources, 1 Harpst Street, Arcata, CA 95521-8299.

Application Deadline: This position is open until filled. First review of applications will be Wednesday, February 15, 2012.

Human Resources

Siemens Hall - Room 211

Arcata, CA 95521-8299

(707) 826-3626

Fax: (707) 826-3625

www.humboldt.edu/jobs

Email: careers@humboldt.edu

It is the responsibility of the applicant to provide complete and accurate employment information. Incorrect or improperly completed applications will not be considered for vacancies. Any reference in this announcement to required periods of experience or education is full-time activity. Part-time experience or education--or activities only part of which are qualifying--will receive proportionate credit. In accordance with applicable Collective Bargaining Agreements, preference may be given to the campus applicants covered by these agreements. However, positions are open to all interested applicants, both on and off campus.

Class Code: 0422

Evidence of required degree(s), certification(s), or license(s) will be required prior to the appointment date. The successful candidate for a position at HSU is required to be fingerprinted through the Humboldt State University Police Department or their local law enforcement agency. The results of the fingerprint process must be received by the university prior to the candidate's appointment. The cost of the fingerprinting is borne by the university.

Publication Date: January 25, 2012

Humboldt State University is committed to achieving the goals of equal opportunity and endeavors to employ faculty and staff of the highest quality reflecting the ethnic and cultural diversity of the state. Additional information about Humboldt State University can be found at www.humboldt.edu.

Humboldt State University is an Equal Opportunity/Title IX/ADA Employer. Applications from and nominations of qualified women, minority candidates, covered veterans and disabled persons are particularly encouraged. Humboldt State University hires only individuals authorized to work in the United States.



Humboldt State University is part of the 23-campus California State University system. The University has a comprehensive arts and sciences curriculum, which is recognized nationally for its high academic quality. Founded in 1913, HSU is one of the premier, public institutions in the western United States; it is a rural and residential campus with an enrollment of approximately 7,500 students. The main campus is located in Arcata, California, in the northwestern part of the state along the coast, and situated among redwood trees in an area that offers unmatched scenic beauty, moderate climate and opportunities for outdoor activities. The surrounding Humboldt County locale has a population of 130,000. The community offers an excellent range of businesses, services and cultural activities/performances. The local schools are ranked in the top performance percentiles, both nationally and in the state.