



Instructional Technology Systems Coordinator Job Description

Pay Grid:	D3
Status / FLSA Status:	Full Time / Exempt
Classification:	Professional / Technical
Department:	Learning Resources Division
Reports to:	Director of Learning Resources
Work Location:	Main Campus, Oglesby, IL
Hours of Work:	Monday through Friday; 8:00 a.m. to 4:30 p.m.; may be required to work additional hours outside regular schedule

POSITION SUMMARY: The Instructional Technology Systems Coordinator is responsible for the effective administration and support of the Learning Management System (LMS) and other educational technology systems. This position requires technical expertise and excellent communication skills needed to support faculty and staff in maximizing the use of technology for teaching and learning.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- A. Administers instructional technology systems including but not limited to: the learning management system, academic center management system, online testing, and plagiarism software.
- B. Provides end-user support on instructional technology systems to faculty, students, and staff.
- C. Stays informed about updates and new features in instructional technology systems, implements upgrades as needed, and communicates updates to stakeholders.
- D. Serves as the technical liaison between Learning Resources departments, the IT team, and vendors.
- E. Contributes to development and possibly delivery of end-user training for instructional technology systems, in collaboration with staff in the Center for Excellence in Teaching, Learning, and Assessment (CETLA).
- F. Leads or contributes to needs assessments, evaluations, and implementations of instructional technology systems.
- G. Creates, runs, analyzes, publishes, and presents reports from instructional technology systems.
- H. Documents and communicates processes and procedures related to the use of instructional technology.
- I. Maintains confidentiality and follows established protocols while accessing information in systems with administrative privileges.

OTHER DUTIES AND RESPONSIBILITIES:

- ❖ Serve on College committees, councils, and teams as needed or assigned.
- ❖ Other duties as assigned.

SUPERVISORY RESPONSIBILITIES: There are no supervisory responsibilities for this position.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Required:

1. Bachelor's Degree in education, technology or related field
2. Experience administering and supporting technology systems
3. Ability to manage multiple priorities and follow through on complex processes
4. Ability to work collaboratively with cross-functional teams



Instructional Technology Systems Coordinator Job Description

Preferred:

1. Master's Degree in education, technology or related field
2. Experience working in an academic environment
3. Experience administering and supporting a learning management system (LMS)
4. Training and/or teaching experience
5. Experience with instructional design and faculty support
6. Project management experience

PHYSICAL DEMANDS / WORK ENVIRONMENT: *The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

Physical demands for this position include some light lifting and the ability to stand, sit, walk, reach, stoop, bend, push, pull, kneel, climb, use hands and fingers, and talk/hear for extended periods of time.

The work environment for this position includes a typical office environment with no extremes in temperature, noise, and limited physical risk.

The position is "at will", which means that either party may terminate the employment relationship with or without cause, for any reason or no reason at all, immediately upon notification given to the other party.