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Developed by:.....SG
Reviewed by:...S. Hussey
Approved by:.....
Date:.....07/97

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Manager, Instructional Technology and Media Services
DIVISION Office of Information Services
REPORTS TO: Director, Information and Instructional Technology
 Services
GRADE: 15
SUPERVISES: Multimedia technicians, developers, programmer
 consultants, and other personnel providing technology
 services that support instruction and learning.

BASIC FUNCTION:

Plan and manage technology services to support integration of instructional computing technologies across the curriculum of the University.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Supervise and evaluate the work of staff members in the development of programs, services, and innovative projects that support teaching and learning.

Evaluate and select applications software and hardware to facilitate teaching and learning.

Supervise facilities used for teaching and learning, including the Instructional Technology Centers and the Distance Learning Facilities.

Plan and develop technology-based classrooms and auditoriums; ensure availability and distribution of audiovisual devices to support instruction and presentations.

Disseminate information on the use of the facilities; develop and disseminate instructions, help sheets, and on-line documentation for teaching and learning-supported multimedia, courseware, and distance learning applications.

Promote the integration of technology in various courses for instruction through the evaluation and acquisition of discipline-specific educational software, prototyping, and evaluation of their effectiveness.

Collaborate with key faculty and other instructional support groups.

Provide leadership in promoting the use of instructional technologies to external partners of the University, including K-12 and other agencies.

OTHER DUTIES AND RESPONSIBILITIES:

Perform other related duties as assigned.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers and word processing, database management and spreadsheet software; web software such as HTML, WIN 95, Java, Mac OS, Filemaker and related products.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

Bachelor's degree required; master's degree in an information or management related field preferred. The following are also required: five to seven years of experience in delivering computing, information, and instructional technology support services, preferably in higher education; in-depth knowledge of application software and hardware used to support instruction and presentation; hands-on experience designing/managing database and web software such as HTML, WIN 95, Java, Mac OS, Filemaker and related products; excellent communication, collaborative, and negotiation skills.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.