



POSITION: Instructional Technologist

**PROJECTED
STARTING DATE:** November 1, 2011

SUMMARY: Provide technical support and training in instructional technology and instructional design

UNIT: Instructional Services Division

MINIMUM QUALIFICATIONS:

1. Master's degree with a concentration in instructional technology and/or instructional design
2. Three (3) years of successful full-time experience in instructional design and/or instructional technology in teaching, training, or learning environments.

Preference will be given to candidates who can document:

1. Postsecondary teaching experience
2. Doctoral degree in instructional design, instructional technology or related field

Essential Functions:

- Train faculty to integrate computer technology into their present curriculum to either enhance or alter their traditional method of teaching.
- Assist faculty in the design and development of online and hybrid courses through distance learning instructional delivery systems
- Train faculty in the development of technology oriented lessons and the redesigning of courses to include technology, completely changing the course syllabi.
- Train faculty on the proper use of current and existing technology within their disciplines.
- Train faculty to design interactive materials for a variety of delivery systems, including DVD, CD-ROM, internet and electronic classrooms.
- Train faculty to design and develop computer courseware, for lecture presentations, for delivery over the World Wide Web, for distance learning and telecourses.
- Train faculty to utilize courseware such as Web CT, Blackboard, MyMathLab and Tegrity software.
- Perform system administration functions in Blackboard Enterprise.
- Train faculty to develop and deliver instruction via web based courses and or DVD technology.
- Assist faculty in editing of DVD courseware developed for instructors
- Work with graphic artists, programmers, and subject matter experts in the development of interactive multimedia courseware
- Assist faculty in designing interactive training material that include sound instructional design methodology, appropriate training strategies, and participant activities for small and large groups
- Current knowledge in training and development research, learning theory, motivation theory, and new material, methods and techniques cross a variety of disciplines.

Other Desired Skills

- Proficiency in Windows and Windows-based applications
- Familiarity with database design and use, courseware management software, basic UNIX commands

- Knowledge of FLASH, Photoshop, Illustrator and/or other tools for the creation of graphics and multimedia
- Experience with authoring tools and related software for the purpose of producing multimedia content.
- Demonstrated proficiency in HTML, XHTML, and other HTML editors(such as Dream Weaver)
- Experience with web programming languages
- Excellence writing, oral communicating, copyediting, and proofreading skills
- Knowledge of one or more computer programming languages.

SALARY/FRINGE BENEFITS

- Educational attainment level and applicable experience according to the Alabama College Salary Schedule “C-3” will determine salary not to exceed \$65,000

APPLICATION PROCEDURE:

An application file consists of the following: a) a letter of application; b) three current reference letters (with original signatures) that are less than one year old with one or more letters addressing the applicant’s teaching ability, proficiency in required skills, and commitment to excellence; c) a completed Lawson State Community College *Application for Employment*; and d) a copy of transcripts from all colleges attended. Please note that if employment is offered, the candidate must provide official college transcripts prior to the official employment date, participate in ethics training, and agree to a criminal background check.

CLOSING DATE:

Application packages must be received in the Human Resources Office by 4:30 p.m. on October 14, 2011. if hand delivered or must be postmarked no later than October 14, 2011, if being submitted via U S Mail. Packages delivered or postmarked after the deadline will not be considered. Hand delivered materials will also be accepted at the Human Resources Office on the Bessemer campus. All other application packages and related materials should be sent to:

Human Resources Office
Lawson State Community College
3060 Wilson Road, S. W.
Birmingham, AL 35221

A printable copy of the *Application for Employment* is available at www.lawsonstate.edu.

OTHER INFORMATION

Applicants must adhere to the College’s prescribed interview schedule and must travel at their own expense. The College reserves the right not to fill the position in the event of budgetary or operational constraints.

Lawson State Community College is an equal opportunity employer. It is the official policy of the Alabama Department of Post Secondary Education, including postsecondary institutions under the control of the State Board of Education, that no person shall, on the grounds of race, color, handicap, gender, religion, creed, national origin, or age, be denied the benefits of, or be subjected to discrimination under any program, activity or employment.