COLLEGE OF MARIN
invites applications for the position of:
Instructional Technologist - Distance Education

**SALARY:** See Position Description

**OPENING DATE:** 08/06/12

**CLOSING DATE:** 08/27/12 11:59 PM

**DESCRIPTION:**
Reporting to the Director of Planning, Research and Institutional Effectiveness, the Instructional Technologist - Distance Education: A.) assists in the overall operations of the Distance Education (DE) program, provides related training, and supports the college's Distance Education web presence; B.) plans, coordinates and conducts workshops on the use of Moodle and other DE technologies; C.) works with faculty on the design and development of instructional content used in face-to-face, hybrid, and online courses; D.) provides training and support to students, staff, faculty and administration to assist them in the development and improvement of their technology skills; and E.) works collaboratively with the Director of Planning, Research and Institutional Effectiveness, the Vice President of Student Learning, and the Academic Senate to inform and improve Distance Education processes and offerings.

**ESSENTIAL FUNCTIONS:**
Supports the Distance Education (DE) Program

- Assists in the operation of the DE Program
- Conducts DE related training sessions for students
- Conducts DE related training sessions for faculty
- Conducts DE related training sessions for staff
- Develops and maintain the DE Program’s web presence, as well as the Moodle home page in the MyCom portal
- Assists in online marketing of distance education courses and materials

Supports Faculty to help them achieve an appropriate level of integration of instructional technology in the classroom and in distance education courses

- Supports Moodle (an online learning management system)
- Develops and delivers technical training and workshops
- Develops and delivers online pedagogical training sessions and workshops
- Plans, develops, schedules, and implements a variety of activities to train faculty and other in the use of instructional technologies, including distance education.

Supports Students to help them achieve an appropriate level of integration of technology in their classroom and in distance education courses

Supports Staff and Administration to help them achieve an appropriate level of integration of technology in their job function

- Assists staff and administration in creating presentation using graphics, audio, video, and animation
- Develops and delivers technical training and workshops

Works collaboratively with Information Technology Department (IT)

- to find technological solutions to problems that are particularly academic and student services in nature.
- on supporting Moodle operation

Develops instructional web and media-based interactive tutorials, demos, training modules for faculty, students, staff, and administration

Works with a wide range of multimedia software including audio, video, web, animation, and photo to develop materials for online, hybrid, and face to face courses

Collaborates with co-workers, on departmental and college wide projects

Performs formative and summative evaluation of projects; and analyzes results to advise individuals or committees responsible for evaluation program effectiveness

Conducts research and makes recommendations on educational best practices, instructional resources, and instructional technologies to support teaching and learning

Participates on college committees

Works with a variety of constituents to build the Teaching and Learning Center

Other duties as assigned

**REQUIREMENTS & DESIRABLES:**

**REQUIREMENTS**

*While a Master's degree in Instructional Technology, Instructional Design, or Education is preferred, the following are required:*

1.) Equivalent to a Bachelor’s degree in Instructional Technology, Instructional Design, or Education AND two (2) years of experience working in the instructional technology field or a related field. Five (5) years of additional, specialized experience, during which the applicant has acquired and successfully applied the knowledge and abilities shown above, may be substituted for the required education (i.e., seven (7) years of instructional technology or instructional design experience) ; and

2.) Demonstrated sensitivity to and an understanding of the diverse academic, socioeconomic, cultural and ethnic backgrounds, disabilities and learning styles of community college students and staff.

**KNOWLEDGE, SKILLS & ABILITIES (Desirable Attributes and Skills)**

- Advanced skills and extensive knowledge in the use of the Moodle (Online Learning Management System)
- Experience providing technical training in group and individualized sessions
- Ability to work with and train in both a PC and Macintosh environment
- Intermediate to advanced skill in the use of Microsoft Office applications, including Word, Excel, PowerPoint, Access, Publisher, Windows & Outlook
- Intermediate skill in using web and media-based technologies for education, such as, but not limited to, Flash Professional, Camtasia, Googledocs, Voicethread, Adobe Creative Suite, HTML, HTML5, CSS, and JavaScript
- Knowledge of online course development standards and procedures, including Section 508
ADA Standards
- Knowledge of educational theories, including instructional systems design, adult learning theory, and educational applications of social media
- Excellent verbal and written communication skills
- Excellent presentation skills
- Commitment to learning cutting edge technologies for support of education online
- Excellent customer service skills

REQUIRED CLEARANCES
Criminal Justice/Fingerprint Clearance
Tuberculin (TB) Clearance

REQUIRED APPLICATION DOCUMENTS
A.) Cover Letter
B.) Resume
C.) Copy of college transcript, conferring Bachelor's degree (*Select "Transcript" as the attachment type when making your attachments*). If you are asserting professional equivalence as described in the Requirements section, and do not hold at least a Bachelor's degree as listed, you do not need to attach a transcript; however, if you do possess a degree (in any subject), we encourage you to attach your transcript(s).
D.) If you hold a Master's degree, especially as described in the beginning of the Requirements section, please attach your undergraduate transcript as "Transcript" and your graduate transcript as "Master's Transcript".

NOTE: Attaching an unofficial copy of your transcript is acceptable for application purposes, as long as it confers the degree. An official transcript would be required upon hire.

FOREIGN DEGREE HOLDERS: All foreign degree credentials must be evaluated by a third party to determine the equivalent U.S. degree and major, and the Foreign Credential Evaluation must be attached to your application before your application will be considered. Not attaching your Foreign Credential Evaluation will render your application incomplete. Evaluations should include a course-by-course evaluation and provide the name of the institution attended, a description of your credentials, the major field of study, and the U.S. equivalent for each credential. For a list of evaluating agencies, visit the State of California Commission on Teacher Credentialing. Note: Even if you obtained your graduate degree(s) in the U.S., you must attach a Foreign Credential Evaluation for your undergraduate degree if it was obtained outside the U.S.

SUPPLEMENTAL & SALARY INFORMATION:

WORK SCHEDULE
Campus: Kentfield and Indian Valley (Novato)
Full-time Equivalent (FTE): 1.0 Full-time
Months per Year: 12
Work Days/Hours:
Monday - Thursday: 8:30am - 4:30pm & one evening shift* (see note below)
Friday: 8:30am - 4:30pm
An occasional Saturday may be required as well
7.5 Hours per Day
37.5 Hours per Week

*In addition to working the day shift on Fridays, the regular schedule will include three (3) day shifts and one (1) evening shift, Monday through Thursday, to be determined upon hire.

NOTE: The college is closed on Fridays during the summer period, when the work schedule
changes to Monday through Thursday.

**SALARY INFORMATION**

**FLSA Status:** Non-exempt  
**Salary Range:** CSEA 22  
**Starting Salary Range:** $4,545.13 to $5,011.50 per month (Step A to C). Normal entering step is Step A.

Please refer to our Human Resources web site for salary schedules.

College of Marin is an EQUAL OPPORTUNITY EMPLOYER and does not discriminate in employment on the basis of, or perception of, race, ethnic group identification, ancestry, color, religion, age, sex, national origin, sexual orientation, physical disability, mental disability, gender, gender identity, gender expression, marital status, medical condition, genetic information, genetic condition, status as a Vietnam-era veteran, and is subject to Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964 as amended, Civil Rights Act of 1991, Americans With Disabilities Act of 1990, and Section 504 of the Rehabilitation Act of 1973. In accordance with Executive Order 11246 (as amended), the College of Marin is an Equal Opportunity Employer.

APPLICATIONS MAY BE FILED ONLINE AT:  
http://jobs.marin.edu

INSTRUCTIONAL TECHNOLOGIST - DISTANCE EDUCATION  
Position # 2012-00107  
KG

hrjobs@marin.edu