



NATIONAL AMERICAN UNIVERSITY

POSITION DESCRIPTION Curriculum Group

**To apply, please submit completed employment application, resume and letter to:
System Director of Curriculum, 5301 S. Highway 16, Suite 200, Rapid City, SD
57701.**

- I. POSITION TITLE:** Instructional Technician
- II. EMPLOYEE CLASSIFICATION:** Professional
- III. JOB CLASSIFICATION:** Non-exempt
- IV. ACCOUNTABLE/REPORTS TO:** System Director of Curriculum
- V. POSITIONS REPORTING TO THIS POSITION:** None
- VI. DUTY HOURS:** The basic work week shall be 40 hours plus such additional time as is necessary to accomplish the basic function/purpose.
- VII. MINIMUM REQUIREMENTS:**

EDUCATION: Formal training in computer skills with HTML/Web page design emphasis/experience. Associates degree in Information technology or related field preferred.

EXPERIENCE: Demonstrated success in technology applications in an educational environment; or any combination of education and experience, which would provide an equivalent background. Must have a solid understanding of IT interfaces.

PHYSICAL: Good vision and hearing; good manual and finger dexterity; able to sit for long periods of time; occasionally exert force to lift and/or move objects up to 40 lbs.

SKILLS EXPECTATIONS: Ability to function as a member of the instructional design team; extensive use of HTML in original document construction and editing; integrate instructional technology with instructional materials; learn, apply and utilize Adobe Flash, Photoshop, Acrobat & Dreamweaver, Captivate, and Presenter; use the Blackboard Learning Management System (LMS); communicate effectively orally and in writing; excellent analytical skills with attention to precision and detail; strong computer skills; a customer

service focus and a strong work ethic; self starter.

VIII. BASIC FUNCTION/PURPOSE OF THE POSITION: The instructional technician participates in the successful design and delivery of the university's performance-based curriculum and instructional materials through the integration of technology in support of the mission of the university as defined by the university president and the board of governors.

IX. DUTIES/RESPONSIBILITIES/EXPECTATIONS OF THE POSITION:

- * A. Function as an active participant in the instructional design process
- * B. Construct and input learning object repository course material; construct Blackboard LMS courses.
- * C. Participate as a member of the quality review process to ensure alignment of all instructional materials prior to release and during quality review cycles.
- * D. Prepare and maintain .pdf and spreadsheet course support documents.
- * E. Identify technical problems in course delivery and recommend solutions to ensure both quality standards and planned deadlines are achieved.
- F. Assist in the development of faculty/staff resources related to the application of instructional technology.
- G. Guide and track multiple projects to successful completion simultaneously.
- H. Consistently exhibit personal integrity and alignment with NAU's core values.
- I. Performs other duties as assigned.

X. COOPERATIVE RELATIONSHIPS WITH THE FOLLOWING:

- A. Offices/Personnel under the purview of the Associate Provost/ System Vice President for Curriculum and Instruction
- B. Campus and education centers academic personnel
- C. Administration, faculty, staff, and students of the university and affiliates

XI. LIMITS OF AUTHORITY:

As defined by the policies, procedures, and practices of the University and/or the Associate Provost /System Vice President for Curriculum and Instruction

National American University reserves the right to alter this position's job description/job duties to meet the needs and goals of the organization.

* Denotes essential elements of the position.