

Help Wanted
Professional

Minnesota State University Moorhead
Information Technology Specialist 2

MSUM has full time Information Technology Specialist 2 position open for application. Hourly salary range: \$19.29 - \$31.36/hr

Duties include:

- Assist with instructional design and implementation of online courses and programs.
- Assist with the design and implementation of web-enhanced and web-based instruction and hybrid-delivered courses.
- Assist with production of web-based instructional materials and environments (simulations, podcasts, streaming audio and video, virtual synchronous classrooms, wikis, blogs, etc.)
- Assist faculty and students in effectively using instructional technologies and their effective and appropriate use in educational settings.
- Investigate new instructional technologies that improve the teaching and learning environment.
- Design and deliver professional development activities, handouts, and materials for faculty, including workshops, webinars, video “snippets”, etc.
- Make recommendations for the purchase of instructional technology applications and hardware/software to support them
- Assist with the training and supervision of student workers for instructional technology, including student workers in computer labs dedicated for use by education students.
- Work closely with other instructional technology personnel to coordinate technical services.
- Collaborate and cooperate with individuals and departments involved in Distance Education, Instructional Technology, and technologies in general.

Requirements:

- Knowledge of the principles of instructional design.
- Experience in the design of online instruction.
- Experience in designing and delivering professional development activities in a variety of formats and venues, including hands-on workshops, webinars, podcasts, etc.
- Knowledge of and experience with effective online teaching pedagogy.
- Ability to conduct workshops for faculty, staff and students, specifically with education-related software.
- Ability to effectively communicate (orally and in writing) technical information in ways that can be understood by non-technical people.
- Ability to evaluate, manage and use software applications for a variety of software and hardware platforms including the Windows and Macintosh platforms
- Ability to collaborate and work with faculty, staff, and students.
- Ability to analyze software malfunctions and to make recommendations for solutions.
- It is necessary to be well rounded in technology in general; to be knowledgeable in web design, multimedia development (including streaming audio/video and web-based applications such as Flash), applications for audio and video editing
- Ability and willingness to learn new technologies and assess their utility in an instructional environment
- Ability to plan, assign and supervise the work of others along with instructing them in principles, methods, and procedures. Must be able to supervise and organize scheduling for university student workers.
- Ability to work with minimal supervision

- Ability to follow oral and written directions
- Ability to establish and maintain effective working relationships with others.

Preferences:

- Previous teaching experience.
- Bachelors or Masters Degree
- Be able to demonstrate ability to work cooperatively with people of diverse backgrounds,

To apply: submit a resume through the State of Minnesota's online employment site at <http://www.careers.state.mn.us/> click on Search for a Job. The posting number for this vacancy is 09MNSC000430.

{Applicants new to the site, must first create and submit a resume thru the Online Resume Builder link, then apply directly for this vacancy.} In addition, please send a cover letter and three professional references to: Ilene Trittin-Anderson, Human Resources, Minnesota State University Moorhead, 1104 7th Ave S, Moorhead, MN 56563. Accepting applications through Friday, October 23, 2009.

MSUM is an equal opportunity educator & employer and is a member of the Minnesota State colleges & Universities System. This information will be made available in alternative format such as Braille, large print or audio cassette tape upon request by contacting Disability Services at 218/477-5859 (voice) or 1-800-627-3529 (MRS/TTY). Under U.S. Citizenship and Immigration Services regulations, be able to accept work in the U.S. by the day employment begins.

In accordance with the Minnesota State Colleges and Universities (MnSCU) Vehicle Fleet Safety Program, employees driving on college/university business who use a rental or state vehicle shall be required to conform to MnSCU's vehicle use criteria and consent to a Motor Vehicle Records check.