



**DATE ISSUED:** 07/06

**FLSA:** Exempt

**PTO:** VCS

## **JOB DESCRIPTION**

### **TITLE**

Senior Instructional Coordinator

### **JOB SUMMARY**

Provides leadership in the development and delivery of in-depth applications and systems training for end users. Instructional technology applications and exploration with faculty development efforts are coordinated with unit and University goals. Works in conjunction with the IS management team as well as inter-departmental work teams to coordinate and develop instructional programs and seminars, application training programs, and support for special initiatives. Provides extensive expertise in planning and program delivery for instructional technology resources with particular emphasis on face-to-face and e-learning applications. Work is performed under the Director of Instructional Technology Programs and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

### **ORGANIZATIONAL RELATIONSHIPS**

*Reports to:* Director, Instructional Technology Programs

*Supervises:* No supervisory responsibilities

### **PRIMARY DUTIES** - *May include, but not limited to the following:*

Develops training resources and materials for all training and faculty development programs under the responsibility of the Instructional Technology department of ISS.

Conducts one-on-one and group application training.

Provides oversight and planning information for instructional programs including development and maintenance of the training schedule, curriculum development, user outreach initiatives.

Serves in the capacity of Blackboard co-administrator and lead technical support advisor.

Coordinates implementation and use of testing software and computer based training systems.

Supports standardized software installation, including training and troubleshooting.

Consults and assist other teams within Information Services.

May serve as a liaison between Information Services and end users and vendors.

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Maintains procedures and policies to ensure the security and integrity of systems/networks.  
May be required to work a flexible schedule, including nights, weekends and holidays.  
Ability to engage in self-directed learning of new technology applications quickly and efficiently.  
Continually develops and maintains technical skills to ensure high quality levels of technical support for end users.

### **ADDITIONAL DUTIES**

Participates in University or community related service that does not directly impact institutional goals or initiatives.  
Participates in end user product testing and evaluation.  
Demonstrates product functionality and performance for end users.  
Performs other duties as requested.

### **EDUCATION**

Bachelor's degree or advanced military training with additional technology and network systems certification required.

### **EXPERIENCE**

Five years job related work in computing and/or communications. Additional job related experience/and/or education may substitute for the required education on a year-for-year basis.

### **KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:**

Knowledge of modern computing, networking and communications systems.  
Knowledge and experience with online course management tools.  
Ability to organize and work effectively with an understanding of organizational policies and activities.  
Proficient in communication, both oral and written.  
Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.  
Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.  
Ability to communicate effectively – orally, by phone, in person, and in writing.  
Ability to use a personal computer and other office equipment.

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**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. May be required to sit for long periods of time. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. May be required to lift or move 25+ pounds.

**WORK ENVIRONMENT**

Employees are responsible for performing their duties in an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is performed primarily indoors in an office setting. The noise level in the work environment is low to moderate. Daily exposure to PCs and networks.

**SAFETY**

Assists in the creation of a culture of safety and environmental protection by performing work safely in accordance with departmental safety procedures. Operates equipment safely and reports any unsafe work conditions or practice to supervisor.

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

***Texas Woman’s University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.***

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***Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, sex, sexual orientation, or ethnic origin, age, veteran's status, or against qualified disabled persons.***

***All positions at Texas Woman's University are deemed security sensitive requiring background checks.***