



Savannah Technical College

**Educational Technology Specialist -**

**Job Number: EDU007T**

**Job Posting:** Apr 29, 2016 -

**Closing Date:** Ongoing

**Primary Location:** GA-Chatham-Savannah

**Number of Openings:** 1

**Job:** Education

**Shift:** Day Job

**Description:**

Savannah Technical College is seeking a full-time Educational Technology Specialist. This position is in the Enterprise Technology Services division and reports to the Enterprise Technology Services Director. Under minimal supervision, this individual coordinates project planning, development, monitoring and administration of Educational/Enterprise technology services (distance education technology, educational technology, teleconferencing, lecture capturing, web presence and support services). Assists with the development and implementation of operational policies, procedures and standards for quality assurance in educational technology. Facilitates the creation, organization and implementation of training related to educational and enterprise technology. Performs installations, upgrades, and coordinates support of Learning Management Systems. Maintains the college website.

Responsibilities include, but are not limited to:

- Performs all Distance Learning and LMS administration and at the college level.
- Administers LMS courses: creates and manages course shells; recycles and archives courses as necessary.
- Coordinates LMS technical support and user assistance; escalates more technical concerns to the GVTC webmaster.
- Ensures resolution of technical support issues.
- Collaborates with other various campus entities to ensure proper integration of LMS with the College's ERP system (BANNER) and existing academic processes.
- Coordinates the Distance Learning Committee to review all online, hybrid, and web-enhanced courses for consistency in appearance and function, adherence to curriculum standards, adequacy of course rigor, and engagement of online faculty with their students.
- Coordinates project planning, development, monitoring and support of initiatives for education technology.
- Properly prepares for and participates in meetings with entity management and/or other appropriate staff to discuss process, scope of work, purpose of assignment, time frames, and to identify potential problems.
- Follows established project criteria and procedures for project activities, ensuring that priorities, objectives, and activities are consistent with agency and/or technical college goals.
- Determines training needs for enterprise technology systems; develops, coordinates and conducts enterprise technology training for faculty and staff.
- Provides training material and plans for various enterprise technology applications.
- Manages, maintains, and updates the college's website, to include management of access requests for users and content managers and collaborates with departments to ensure accuracy of web content.
- Works with website vendor and stakeholders on escalation and resolution of web issues as appropriate.
- Generates regular and ad hoc reports at the request of administration; provides data to internal and external customers in a timely manner and according to established guidelines.
- Handles confidential and sensitive information with no breaches in security; demonstrates good judgment in evaluating information or entry of highly sensitive information.
- Maintains knowledge of current trends and developments in the related technical field through participation in applicable professional organizations and attending staff development training, seminars and conferences.

**Minimum Qualifications:**

- Associate's degree in related field \*and\* three (3) years of related work experience.  
NOTE: Experience may substitute for the degree on a year-for-year basis.

**Preferred Qualifications:**

- Bachelor's Degree from an accredited college or university in Education, Education Technology or related field.
- Experience in educational technology or application software.
- Demonstrated knowledge of instructional design, learning outcomes, and/or curriculum standards.
- Experience with WordPress, Microsoft Office Suite, Blackboard, Banner, and Degree works and educational technology systems.

**Physical Demands**

Work is typically performed with the employee sitting at a desk, standing for extended periods, or stooping. The employee must be able to lift up to 50 pounds routinely, climb, stand for extended periods of time, reach bend, and stoop. The ability to distinguish color is required for electrical wiring purposes. Full range of hand and finger motion may be utilized for data entry purposes. Valid driver's license and insurability required.

**Salary/Benefits**

Salary is commensurate with education and work experience. Benefits include paid state holidays, annual and sick leave, and the State of Georgia Flexible Benefits package.

**Application Deadline**

Position considered open until filled. Candidates must pass a criminal background check. Applicants must submit an electronic application through [Team Georgia Careers](#), and attach cover letter and resume (incomplete submissions will not be considered). **Please include your annual salary for each position held.**

POSITION CONTINGENT UPON FUNDING AND ALLOCATION OF POSITION.

**Note: No phone inquiries please. Due to the volume of applications received, we are unable to personally contact each applicant. If we are interested in scheduling an interview, a representative from our college will contact you.**

All male applicants between the ages of 18 and 26 years of age must present proof of Selective Service Registration. Savannah Technical College is an equal opportunity employer and does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, or citizenship status (except those special circumstances permitted or mandated by law). [Invitation to Self-Identify](#) For compliance activities, contact Melissa Banks, Title IX and Equity Coordinator, Room A110 or (912) 443-3388, [mbanks@savannahtech.edu](mailto:mbanks@savannahtech.edu). Send written correspondence to Savannah Technical College, Attn: Melissa Banks, 5717 White Bluff Road, Savannah, GA 31405. STC is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the associate degree. Candidates may be required to submit a valid Driver's License, proof of insurability, and/or a driver's history report for positions involving state travel.