



**Job Bulletin E50 12/13
REPOSTED**

Instructional Technology Support Coordinator

Classification – Information Technology Consultant, Career

Time base – Full Time

*This recruitment will remain open until filled. For priority consideration, please complete application by **October 13, 2013**. A review of applications will begin October 14, 2013 and the review period may end at any time thereafter.*

ABOUT THE CALIFORNIA MARITIME ACADEMY:

The California Maritime Academy is a specialized campus of the California State University (CSU) system serving a student population of approximately 950. The campus, situated on the shore of the Carquinez Strait 30 miles northeast of San Francisco, currently offers baccalaureate degrees in Mechanical Engineering, Facilities Engineering Technology, Marine Engineering Technology, Marine Transportation, Global and Maritime Studies, and Business Administration. A Master of Science degree in three areas of Transportation and Engineering Management is offered.

MAJOR RESPONSIBILITIES:

- Oversee and maintain all operations of the campus Learning Management System (LMS) – currently Moodle - including the support of commonly used instructional technologies and software applications.
- Provide basic hardware and software support for faculty workstations and instructional computer labs; this includes understanding “imaging” as it relates to computer lab support.
- Support faculty in website development and integrations with Moodle or other products as needed
- Provide instructional design and other technical support as needed for hybrid and online courses.
- Working closely with Academic Affairs, coordinates the development and implementation of technology needs at the classroom and program/departmental level
- Work closely with faculty prior to the start of each semester to gather software requirements, and ensure that these are all loaded and properly working in the appropriate computer labs across campus
- Plan, coordinate and participate in assessing and providing training workshops, tutorials and documentation.
- Evaluate new and existing instructional technology tools and electronic resources available commercially or through sharing networks within the CSU or other professional affiliations and work with other IT staff support to implement as resources allow.
- Coordinate and assist in the development of new multimedia and web-based learning and instructional technology tools, templates and development environments for faculty.

SPECIAL REQUIREMENTS:

The person holding this position is considered a ‘mandated reporter’ under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in instructional design, information systems, educational technology, or related field; master's degree strongly preferred AND minimum three years' experience performing comparable duties preferably in a university setting.
- Demonstrated ability to provide collaborative support to a faculty team of various academic disciplinary cultures from diverse backgrounds, perspectives, and teaching philosophies.
- Thorough knowledge of Learning Management Systems and collaborative technologies which enable hybrid and online education.
- Thorough knowledge of HTML/basic user-interface design and knowledge of training theory and practices demonstrated by an ability to develop and deliver technical training and user documentation.
- Must have demonstrated technology troubleshooting and support ability; understanding of basic workstation support models (from printers, software, integrations, and single sign-on to computer labs and imaging).
- Must have excellent customer service skills as well as strong written and oral communication skills; the ability to apply consultative skills to assess end-user needs and develop and train a variety of individuals from across the university spectrum (faculty, students, administration and staff) as a result.
- Must have the ability to exercise and initiate flexibility, good judgment, and effective time management.

DESIRABLE QUALIFICATIONS:

Familiar with Moodle Learning Management System.

SALARY: \$4314 - \$8831 per month. Anticipated hiring salary range: \$4314 - \$5417 per month (commensurate with experience).

APPLICATION PROCESS: Interested parties must submit the Cal Maritime Employment Application, cover letter and current resume. Apply on-line at <http://www.csum.edu/web/hr/careers>. Based upon a review of applications and accompanying documents, only those persons whose qualifications best match job requirements will be interviewed. Applicants selected for an interview will be notified of interview appointments by telephone.

BENEFITS: The California Maritime Academy offers a broad range of benefits for qualifying positions including medical, dental, vision, life and disability insurances, retirement (CalPERS), fee waiver, vacation and sick leave.

ELIGIBILITY TO WORK: Applicants must provide proof of U.S. citizenship or authorization to work in the United States within three days of the date of hire.

The California Maritime Academy is committed to a diverse work force and is an equal opportunity employer.