



**University of Texas at El Paso
Job Description**

Job Code: 9270
Job Title: Manager, Faculty Instructional Technology Services
Department: Job may be available in different departments/divisions
Reports To: In accordance with specific departmental policies
FLSA: Exempt
Prepared by: Human Resource Services
Creation/Revision: December 15, 2010

Summary: Provides full-time instructional technology training and support for the University faculty, instructional staff, and graduate students who teach.

Note: The primary accountabilities below are intended to describe the general content of and requirements of this position and are not intended to be an exhaustive statement of duties. Incumbents may perform all or some of the primary accountabilities listed below. Specific tasks or responsibilities will be documented in the incumbents' performance objectives as outlined by the incumbents' immediate supervisor or manager. This position is security-sensitive and subject to Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. Must possess a valid driver's license issued by the State where the applicant resides and must be insurable as defined in the UT System BPM 16-05-02, as applicable to the performance of essential duties and responsibilities of the position.

Statement of Duties and Responsibilities:

Works collaboratively with ISS teams to develop and deliver a wide range of instructional development trainings, workshops, programs, and seminars to enhance teaching skills.

Works within a team structure to provide assistance to university instructors in the practical use of instructional technology.

Organizes and manages, in cooperation with other ISS units, all functions of the Faculty Instructional Technology (FIT) Lab, to provide walk-in technology services to faculty and instructional staff.

Serves as an active member of the Faculty Development team and the Distance and Mediated Learning teams to participate in instructional development projects, and to ensure coordination of FIT activities with other ongoing events, services, and programs.

Ensures full-time staffing of the FIT lab with the support of part time student employees.

Manages staff or university students and trains them to be effective teachers of instructional technology and effective managers of a technology lab.

Works collaboratively with the Assistant Director for Graduate Student Professional Development (GSPD) and the ATLAS Lab to optimize the shared use of personnel, information and resources between the two units. Serves on the GSPD Team as needed or requested.

Remains informed about recent instructional technology innovations, in order to select and provide new services to faculty and instructional staff.

Works collaboratively with ISS Technology Support to ensure optimal technical functionality of FIT Lab.

Knowledge of all Microsoft Office software and able to learn and use institutional software systems.

Complies with all State and University policies.

Other duties may be assigned.

Supervisory Responsibilities: No supervisory responsibilities..

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Education required: Bachelor's degree from four year college or university within area of assigned responsibility.



Minimum Experience required: Three years related experience to the statement of duties and responsibilities; or equivalent combination of education and experience.

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 regularly required to sit; use hands to feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand; walk; and stoop, kneel, crouch or crawl. The employee must occasionally lift and move up to 50 pounds.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing 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 exposed to work in high, precarious places; outside weather conditions; and risk of electrical shock. The noise level in the work environment is usually moderate.