Specialist, Professional Development Technology

FLSA Status: Exempt
Pay Grade: 17
Job Title ID: 13068
Job Series/Job Family: Human Resources Series / HR Family

Reports To

Director, Professional Development and Evaluation Programs

Job Purpose

To present basic-level technology related workshops, to provide technical support in the development of professional development workshops and online teaching/learning modules; and to maintain website information.

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.

Required

1. Develops, facilitates, and presents basic-level technology related professional development workshops and online teaching/learning modules.
2. Maintains professional development database of course offerings.
3. Maintains, updates, and develops websites for Human Resources and related IT projects.
4. Participates in and assists with development and implementation of Professional Development Day programs and workshops.
5. May assist with special projects related to use of technology in professional development.
6. May collaborate with IT to prepare training and procedure manuals and documentation, including written training manuals for hardware, microcomputer software adaptation, customized programs, and other system applications.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Instructional techniques, theory, and workshop design.
- Adult learning principles.
- Web/database maintenance.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Maintaining an established work schedule.
- Maintaining confidentiality of work related information and materials.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Conducting workshop presentations.
- Researching and implementing new techniques and processes.
- Establishing and maintaining effective working relationships
- Effectively using multimedia platforms.

Computer Skills

Required

- Demonstrated proficiency using standard office software applications, web page editors, multimedia software, and HTML.

Physical Requirements

Required

- Occasional lifting of objects weighing up to 20 pounds.
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling
- Work is routinely performed in an office environment

Work Experience

Required

- Two years related work experience.

Preferred

- Three or more years in developing and conducting technology-related professional development workshops and developing web-based training modules in a higher education setting. Web design and maintenance. Experience writing user manuals and/or technical documents.

Education

Required

- Bachelor's degree.

Preferred

- Bachelor's degree in computer technology and or in a discipline related to the work to be performed.

Safety

Required

- Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and prudent actions to prevent others from engaging in unsafe practices.