



Job Announcement

Specialist, Professional Development Technology

Job #1404023

Close Date: 08/08/2014
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Position Information

Location	Highland Business Center
Hours	Monday - Friday, 8:00 a.m. - 5:00 p.m.
Salary	\$3,499-\$4,374/Monthly
FLSA Status	Exempt
Other	Pre-Employment Criminal Background Checks are required for all Staff and Faculty positions.

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; to maintain Human Resources website information and the Professional Development Database.

Education Qualifications

Required
Bachelor's degree.

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

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 (coding). Experience writing user manuals and/or technical documents.

This job announcement is a summary overview of the position. Obtain a complete description of this opportunity and other job announcements at www.austincc.edu/jobs.