

**PANOLA COLLEGE  
JOB DESCRIPTION**

<b>JOB TITLE:</b>	Instructional Technology Specialist	<b>FLSA status:</b>	Exempt
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<b>DEPARTMENT:</b>	Distance Learning	<b>REPORTS TO:</b>	Dean of Distance Education
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**Position summary:** Under indirect supervision, this position is responsible for troubleshooting hardware, software, networking, and ITV problems for the institution. This position reports directly to the Dean of Distance Education, assisting him/her with all scheduling of ITV conferences and distance learning related activities.

**Position responsibilities:**

- Trains and supports faculty and staff in the use of software, multi-media and ITV equipment.
- Trains and supports college personnel in the use of WebCT software and ITV equipment.
- Assists faculty in the design and development of instructional multimedia, distributed learning and distance education applications.
- Maintains the WebCT server.
- Installs and maintains computer hardware and software related to distance learning.
- Works closely with Information Technology Services and Distance Education Coordinator.
- Provides technical support at registration.
- Maintains and monitors the Panola KIOSKS within a forty mile radius of the main campus.
- Travels among campuses and KIOSK locations to perform assigned tasks.
- Inventories equipment.
- Attends workshops and training as required.
- Supports the philosophy and mission of the College.
- Collaborates with the Office of Distance Education to develop and implement a long-range plan and strategy for distance education.
- Assists students with WebCT issues.
- Assists in all grant activities.
- Maintains ITV classrooms.
- Works closely with Distance Education Coordinator, NETNET, high schools and others in scheduling ITV conferences.
- Performs all other duties as assigned.

**Minimum Position Requirements:**

- Bachelor's degree preferred with at least 3 years experience directly related to the duties and responsibilities specified.

**Knowledge, Skills, and Abilities Required:**

- Strong interpersonal and communication skills.
- Ability to train employees, to include organizing, prioritizing, and scheduling work assignments.
- Ability to foster a cooperative work environment.
- Ability to work with a diverse team in a fast-paced environment.
- Ability to stay abreast of current and developing trends (video, voice, data, and computing technologies) in distance education.

**Physical Demands and Work Environment:**

- Work is normally performed in a typical interior/office work environment, computer lab and/or ITV lab.
- No or very limited physical effort required; however, the employee must occasionally lift and/or move up to 50 pounds.
- No or very limited exposure to physical risk.