Learning Technologies Specialist  
(Job Number: 46232)

<table>
<thead>
<tr>
<th>Campus/Location</th>
<th>West</th>
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<tbody>
<tr>
<td>Department Name</td>
<td>Mary Lou Fulton Teachers College</td>
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<tr>
<td>Grant Funding</td>
<td>This is not a grant funded position and is not contingent on future grant funding.</td>
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<tr>
<td>Close Date</td>
<td>October 30, 2018</td>
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**Job Description**

Under general direction, the Learning Technologies Specialist will apply expertise in instructional technology systems to assist faculty and professional staff in the development of digital course materials for online courses and in the effective implementation and use of educational technology systems.

**Essential Duties**

- Provides instructional technology support to professional staff and faculty, including technical suggestions and recommendations.
- Designs, creates and maintains digital course materials for online courses.
- Identifies and troubleshoots errors and/or problems with the LMS and web-based applications and works collaboratively with involved stakeholders to facilitate timely resolution.
- Manages course copy requests, course templates and a centralized repository for digital course materials.
- Helps to develop and maintain training and documentation/materials to support faculty and the online learning team.
- Works with University Technology Office to maintain technology integrations.
- Remains abreast of technology directions, initiatives and trends within the scope of expertise to provide ideas, guidance and recommendations.
- Engages on special projects with colleagues as assigned.
- Performs other duties as requested.

**Minimum Qualifications**

Bachelor’s degree in Information Technology or closely related field AND 4 years providing instructional technology diagnostic and trouble-shooting support; OR any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved. Certificates from recognized programs that indicate mastery of tools and techniques relevant to the assignment may substitute for up to 6 months’ experience.

**Desired Qualifications**

- Experience in working closely with faculty and administrators in a higher education environment.
- Experience in using and managing current learning and content management systems technology (e.g. Canvas, Blackboard, Moodle, D2L).
- Experience in creating instructional materials using simulation development applications (e.g. Captivate, Camtasia, Articulate).
- Experience in evaluating emerging technologies that have potential value for online teaching and learning.
- Experience in delivering and managing content using web-based media sharing sites.
| **Experience** | • Experience in managing complex projects from inception to completion.  
• Experience in developing accessible web-based materials.  
• Experience in establishing and maintaining effective working relationships, including interpersonal and collaboration skills. |
| --- | --- |
| **Working Environment** | • Activities are performed in an environmentally controlled office setting subject to extended periods of sitting, standing and walking; frequent physical demands may include stooping, bending, crawling under/around objects, reaching, lifting and pushing objects of varying weights up to and over 100 pounds.  
• Regular review of completed tasks. |
| **Department Statement** | Arizona State University’s Mary Lou Fulton Teachers College creates knowledge, mobilizes people and takes action to improve education. Nationally recognized as a leading innovator in teacher education and scholarly research, Mary Lou Fulton Teachers College prepares over 1,500 educators annually through bachelor's, master's and doctoral degree programs.  

Working with a mindset of creative intrapreneurship to bring positive change within organizations, Mary Lou Fulton Teachers College brings people and ideas together to improve student outcomes. We seek to develop a renewable resourcefulness in individual educators, in schools, in school districts and in communities.  

In line with the charter and design principles of Arizona State University, Mary Lou Fulton Teachers College asserts the following four core values:  

- Pursue excellence at scale to achieve impact  
- Exercise leadership through innovation  
- Champion diversity of people and ideas  
- Share responsibility for the strength of communities |
| **ASU Statement** | Arizona State University is a new model for American higher education, an unprecedented combination of academic excellence, entrepreneurial energy and broad access. This New American University is a single, unified institution comprising four differentiated campuses positively impacting the economic, social, cultural and environmental health of the communities it serves. Its research is inspired by real world application blurring the boundaries that traditionally separate academic disciplines. ASU serves more than 90,000 students in metropolitan Phoenix, Arizona, the nation's fifth largest city. ASU champions intellectual and cultural diversity, and welcomes students from all fifty states and more than one hundred nations across the globe.  

ASU is a tobacco-free university. For details visit [www.asu.edu/tobaccofree](http://www.asu.edu/tobaccofree)  

AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply.  

Arizona State University is a VEVRAA Federal Contractor and an Equal Opportunity/Affirmative Action Employer. All qualified applicants will be considered without regard to race, color, sex, religion, national origin, disability, protected veteran status, or any other basis protected by law. |
| **Instructions to Apply** | Application deadline is 3:00PM Arizona time on the date indicated.  

Please include all employment information in month/year format (e.g., 6/88 to 8/99). |
8/94), job title, job duties and name of employer for each position.

Resume should clearly illustrate how prior knowledge and experience meets the Minimum and Desired qualifications of this position.

ASU does not pay for travel expenses associated with interviews, unless otherwise indicated.

Only electronic applications are accepted for this position.

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<tr>
<th>Instruction for ASU Online Employment Applications</th>
<th>Go to the ASU Human Resources site: <a href="https://cfo.asu.edu/hr-applicant">https://cfo.asu.edu/hr-applicant</a> and scroll down to Jobs at ASU.</th>
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<tbody>
<tr>
<td></td>
<td>Select <strong>External Staff Job Opportunities</strong> if you’re not currently an ASU employee (you must create an account or enter existing account information).</td>
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<tr>
<td></td>
<td>Select <strong>Internal Staff Job Opportunities</strong> if you’re a current ASU employee.</td>
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<tr>
<td></td>
<td>Enter <strong>Requisition ID 46232BR</strong> in the Search box.</td>
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<td></td>
<td>Click the red job title to view the entire job description.</td>
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<td>To apply, select the check box to the left of the job title and click on <strong>Apply to job(s)</strong> at the bottom of the screen.</td>
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<td>Click <strong>Let’s get started</strong> to begin the application process.</td>
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