



Position Title: Part-Time Web Technology Specialist, Project ACE

Job Code: 8104

Reports To: Grant Director

Grade: HI

FLSA: Exempt

Job Description:

The Part-Time Web Technology Specialist, Project ACE is responsible for a broad range of duties associated with supporting Project ACE staff, faculty, and students. This individual will provide technical support for Project ACE courses, web-site maintenance, ANGEL course maintenance, and multimedia technology for marketing.

Duties & Responsibilities:

- Prepares and customizes learning materials for web, classroom, and lab delivery
- Enhances Project ACE courses and support materials using various technical applications
- Guides Project ACE staff, faculty, and students to effectively use all the potential of the Project ACE technology
- Assess technology needs for students in the ACE program
- Assists in faculty development workshops on technology
- Maintain currency on technology in use at other institutions
- Recommends available resources from learning technology publications and recommend learning technologies, hardware/software upgrades, and equipment purchases
- Performs other duties as assigned

Essential Personnel:

Non-essential

Minimum Requirements:

- Bachelor's degree in Computer Science, Technology Education, or related field and three (3) years related work experience in computer programming, multimedia design, or related field.
- Knowledge of Microsoft Office software, Angel, and Sharepoint
- Knowledge in computer programming and web design tools.
- Excellent communication and customer service skills
- Excellent organizational and interpersonal skills
- Ability to work in a multi-ethnic and multi-cultural environment with ACE faculty and ACE staff
- Ability to maintain effective interpersonal relations with ACE administration
- Ability to edit content on websites, using content management systems, or any multimedia editing system, or Dream Weaver, or HTML, and Adobe Photoshop
- Ability to write reports and correspondence
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals
- Ability to speak effectively with customers or employees of the organization
- Ability to follow oral and written instructions
- Ability to work and plan as a liaison with Media and Network Services (applications,

product technology planning, video editing, etc.)

- Individual must present graphics portfolio.

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name