



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

Job Code: 8308

Reports To: Grant Director

Grade: CT

FLSA: Non-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:

- Installs, upgrades and maintains training materials in the web, classroom, and lab delivery
- Responsible for configuring, installing and troubleshooting ACE 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:

- Associates degree or two (2) years of college and one (1) year of directly related experience in networking or managing workstations in a network environment; or four (4) years of directly related experience in networking or managing workstations in a network environment, including experience in computer network industry standards and protocols; or the equivalent combination of experience, education or certification.
- 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.
- Ability to work in a multi-ethnic/multi-cultural environment
- Ability to work a flexible schedule that may include evening and weekend assignments

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name