

**MANCHESTER COMMUNITY COLLEGE
PART-TIME EDUCATIONAL TECHNOLOGY ASSISTANT
LIBRARY & EDUCATIONAL TECHNOLOGY DEPT.**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public
Location: Manchester Community College
Closing Date: August 6, 2015

Minimum Salary/Compensation:
\$28.88/hour; 17 hours/week

Minimum Qualifications:

Bachelor's Degree in education/teaching, system design or related field required. Demonstrated knowledge and application of instructional design principles, learning theory, online learning strategies, and technology integration. Demonstrated experience collaborating with higher education faculty to design, develop, and deliver quality online instruction. Demonstrated experience creating online courses using a learning management system, such as Blackboard Learn. Demonstrated experience with video production and screencasting software such as Final Cut pro and Camtasia.

An understanding of the mission of the community college is essential. In addition, the following core skills are required: demonstrated involvement in support of diversity and demonstrated ability to respond to and work with multiple constituencies.

Preferred Qualifications:

Experience working in an academic library. Familiarity with content management systems and website design. Familiarity with training methodology, course management systems including Blackboard Learn.

Applicants who do not meet the minimum qualifications as stated are encouraged to put in writing precisely how their background and experience have prepared them for the responsibilities of this position and provide appropriate references.

Responsibilities:

Provides guidance in the form of one-on-one, classroom and/or online training programs and support to students and faculty in the use of technologies and equipment that support teaching and learning;

- Support faculty and academic staff with the implementation of instructional technologies;
- Promote the effective use of instructional technology and best practices to enhance the educational environment;
- Provides technical support Blackboard Learn and assistance with the development of course content;
- Conduct both face-to-face and web-based training seminars for distance learning faculty as well as individual faculty consultations;
- Provide services to the MCC community at one of the library service desks as required;
- Provide administrative support.

Background Checks:

Manchester Community College is committed to providing a safe campus community. MCC conducts background investigations for applicants being considered for employment. Background investigations include reference checks, a criminal history record check and, when appropriate, a financial (credit) report or driving history check.

Application Instructions: Send letter of intent, resume, transcripts and the names of three references to:

**Michelle Prieto
Human Resources Assistant
Manchester Community College
Great Path, MS #2
P.O. Box 1046
Manchester, CT 06045-1046**

Or email application materials to: GenInfoHumanResources@mcc.commnet.edu

MANCHESTER COMMUNITY COLLEGE IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER
and strongly encourages the applications of women, minorities, persons with disabilities, and veterans.