CLASSIFICATION DESCRIPTION

TITLE: INSTRUCTIONAL TECHNOLOGY ANALYST

FLSA STATUS: Exempt

CLASSIFICATION SUMMARY: Responsible for performing professional-level activities requiring specialized skills in an area such as instructional design, web design, interactive learning, and related instructional technology resources. Incumbent responsibilities include supporting staff and faculty in instructional design; training and instruction; researching data and information; and making recommendations for upgrades in hardware, software, equipment, and current technology in the field.

TYPICAL CLASSIFICATION ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

1. **Illustrative only – not inclusive of every task assigned to a position.** Provides training and support to staff and faculty in designing and creating online coursework and materials, media, and web pages.

2. Develops and creates various materials in support of training and educational sessions for online academy; determines scope of training and serves as consultant for faculty in designing individual web pages and course materials.

3. Monitors and provides technical support; evaluates the problem of the customer and assists with installations, upgrades, and maintenance to solve the problem.

4. Maintains and updates databases to assist with tracking course and student information for web content of virtual campus.

5. Plans, evaluates, and recommends equipment, hardware, and software upgrades to support current technology.

6. Researches new and emerging technologies and resources to determine compliance with operational policies and procedures; assists with incorporating these technologies into teaching and learning.

7. Performs other duties as assigned.
**HARRISBURG AREA COMMUNITY COLLEGE**

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**Training and Experience** (positions in this class typically require):
Bachelor's Degree and three years experience in instructional design, educational technology, or a related field; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**Licensing Requirements** (positions in this class typically require):
- None Required.

**Knowledge** (position requirements at entry):
Knowledge of:
- Testing procedures and policies;
- Web design practices and principles;
- Customer service principles;
- Various computer operating systems and related software applications;
- Federal, state, and local laws and regulations;
- Assigned department operations and functions;
- Recordkeeping principles.

**Skills** (position requirements at entry):
Skill in:
- Creating and maintaining logs and records;
- Applying customer service principles;
- Applying web design principles;
- Operating a computer system and various software applications;
- Applying and explaining applicable laws, codes, regulations, policies, and/or procedures;
- Using proper English, grammar, punctuation, and spelling;
- Following oral and written instructions, policies, and procedures;
- Working independently;
- Compiling data and information;
- Preparing and presenting training materials;
- Prioritizing assignments and organizing work tasks;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

**Physical Requirements:**
Positions in this class typically require: fingering, talking, hearing, seeing and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
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NOTE:
The above job classification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:
Created: 8/8/07

____________________________________  __________________________
Signature of Employee                     Date

____________________________________  __________________________
Signature of Supervisor                   Date