

Founded in 1927, Austin Peay State University is a comprehensive, state-assisted university with an enrollment of approximately 9,000 students. APSU was named in honor of the late Tennessee Governor Austin Peay, who served from 1923–1927.

With a main campus in Clarksville, Tenn. and a satellite campus on post at Fort Campbell, Ky., APSU is one of 47 universities, community colleges and technology centers in the Tennessee Board of Regents system, the sixth largest system of higher education in the nation. The University offers a full range of academic programs at the associate, baccalaureate and master's degree levels in the arts, sciences, business and selected professional programs. APSU offers 13 online degree programs and hundreds of Web-based classes. Among APSU's many points of distinction are its outstanding programs in the sciences, two centers of excellence in the creative arts and field biology and four chairs of excellence in the creative arts, business, free enterprise and nursing.

An integral part of Clarksville, a rapidly growing city of more than 100,000 located 45 minutes northwest of Nashville, the University led the state in enrollment growth in recent years. Since 2000, Austin Peay has renovated and erected numerous top-of-the-line facilities on its 160-acre main. Of the universities offering classes on post at Fort Campbell, only APSU has been given permission to construct its own building. The University enrolls more students at the Fort Campbell Center than the other five institutions combined.

**Instructional Technologist**  
**Center for Extended & Distance Education**  
**Regular Full-Time Position**  
**Position Number 906000**

**General Description**

The Instructional Technologist reports to the Dean of Extended and Distance Education and works with faculty to develop instructional uses of technology using Blackboard, WebCT, Wimba and Desire to Learn. The Coordinator will supervise the Learning Management System Specialist, Multi-Media Specialist and the Technical Clerk.

**Primary Duties and Responsibilities**

- Serve as a consultant to faculty in developing instructional uses of technology.
- Assist faculty in using distance education tools including; Blackboard, WebCT, Wimba and Desire to Learn.
- Plan, coordinate, and conduct both group training and one-on-one sessions for faculty in the use of technologies for instruction, both online and traditional.
- Assist in developing web-based learning environments including course pages and instructional exercises.
- Provide assistance to faculty, staff, and administrators who have instructional technology needs and in the use of audio-visual tools including document cameras, scanners and LCD projectors.
- Train students and staff in learning management software, Microsoft and Adobe software applications including Word, PowerPoint, PageMaker, and Photoshop.
- Create and coordinate demonstrations of instructional applications of technologies.
- Analyze and evaluate new technologies for potential applications in instruction.
- Serve as a team member in the design of technology-related instruction.
- Supervise and evaluate Learning Management System Specialist, Multi-Media Specialist and Technical Clerk.
- Conduct staff training.
- Serve as APSU/TBR liaison regarding Sloan-C information; responsible for disseminating information to campus community.
- Perform other job-related duties as assigned.

**Essential Functions**

- Ability to efficiently operate a personal computer and associated software (Outlook, Word, Excel, etc.) and SungardHE Banner.
- Ability to communicate effectively and appropriately with users of varying technical expertise.
- Ability to maintain confidentiality of records and information.
- Ability to interact in an effective and appropriate manner with diverse populations, the University community and the public.
- Ability to detect and correct grammatical and spelling errors in written correspondence.
- Ability to maintain files accurately, in paper and in software programs.
- Ability to handle multiple tasks simultaneously.
- Ability to effectively train faculty, staff and students in learning management software, Microsoft and Adobe software applications including Word, PowerPoint, PageMaker and Photoshop.
- Ability to effectively analyze and evaluate new technologies for potential applications in instruction.

### **Essential Functions continued**

- Ability to effectively demonstrate instructional applications of technologies.
- Ability to prioritize and meet deadlines under occasionally heavy workloads.
- Ability to make sound decisions.

### **Required Minimum Qualifications**

- Bachelor's degree in Instructional Technology, Educational Technology or related field.
- Experience assisting educators in using technology to enhance teachings.
- Previous training or teaching experience.
- Hands-on experience with software, hardware and audiovisual tools.
- Knowledge of web-authoring and design.
- A background check and official transcript will be required of the successful applicant.

### **Additional Preferred Qualifications**

- Master's degree in Instructional Technology, Educational Technology or related field.
- Experience with distance education/video conferencing technologies/videotape based production techniques.

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