

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.

**Manager, Multimedia & Servers
Distance Education
Regular Full-Time Position
Position Number 214251**

General Description

The Manager reports to the Instructional Technologist and works within the distance education team to assist and support faculty in the development of appropriate teaching and learning strategies utilizing instructional technologies. The incumbent develops, manages and/or assists in the production of instructional technology projects and systems.

Primary Duties and Responsibilities

- Collaborate with various technology units and other support units of the University to advance project development.
- Provide consulting services to college faculty and University staff on multimedia hardware and software.
- Develop, manage and/or assist in the production of instructional technology projects and systems.
- Instruct faculty and staff on software applications used in the creation of video and audio additions to online or interactive television courses.
- Maintain knowledge of emerging multimedia applications related to delivery of instruction.
- Maintain knowledge of emerging technology as related to instruction and experience with web technologies, multimedia applications and distributed and/or distance technologies.
- Perform other job-related duties as assigned.

Essential Functions

- 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 supervise personnel and complete all associated personnel actions in a timely and accurate manner.
- Ability to effectively use a personal computer and associated software including expertise in multimedia authoring applications (i.e. Macromedia Director, Macromedia Flash), Internet programming languages (i.e. ASP, HTML, XML, JAVA, etc.), streamed media (RealMedia, etc.), video editing (Adobe Premiere), database computer skills, and the management of synchronous learning systems.
- Ability to effectively analyze and evaluate new technologies for potential applications in instruction.
- Ability to effectively demonstrate instructional applications of technologies.
- Ability to work well individually and as a team member, as well as with all members of the University community.
- Ability to prioritize and meet deadlines under occasionally heavy workloads.
- Ability to make effective decisions.

Minimum Qualifications

- Bachelor's degree in Media Arts and Design, Educational Media, or related field.
- Previous experience in the development of educational applications and projects.
- Previous experience assisting educators in using technology to enhance teachings.
- Hands-on experience with software, hardware and audiovisual tools.
- Demonstrated success in coordinating and maintaining administrative services for learning management systems.
- Knowledge of web-authoring and design.
- A background check will be required of the successful applicant.

Additional Preferred Qualifications

- Demonstrated success in an academic or training environment in the production of instructional projects using web, multimedia and/or database technology.

IT IS A CLASS A MISDEMEANOR TO MISREPRESENT ACADEMIC CREDENTIALS