



POSITION DESCRIPTION

POSITION INFORMATION	
Position Title	Today's Date
Instructional Technology Specialist (Faculty Support Specialist)	1/8/2025
Position Classification	Appointment (9mos. / 12 mos. / Other)
Unclassified	12-Months
Normal Position Work Dates	FLSA
07/01 - 06/30 (12 Months)	Exempt
FTE (1.0 is Full-Time)	Classification Title (Classified Only)
1.0	
Department/Division	Work Location
Center for Teaching and Learning (CTL)	Library
Reports to	Position Number
Director of CTL	E99782
Incumbent	Reports to Position Number
	E99149

SUMMARY
Please provide a brief summary of the position.
<p>The Center for Teaching and Learning (CTL) is an academic support unit reporting to the Dean of Library and Academic Innovation. The Center for Teaching and Learning provides opportunities and resources for the Western Oregon University community to identify and explore practices that optimize teaching and learning, both online and on-campus. CTL does this by providing faculty development programming, instructional design consultations, and support for teaching with technology. The unit includes a Center for Teaching and Learning Director, an Instructional Technology Specialist (LMS Support), an Instructional Technology Specialist (Instructional Design), a Faculty Support Specialist and two .5 FTE Graduate Assistants.</p> <p>The Instructional Technology Specialist (Faculty Support Specialist) supports CTL's teaching and learning mission by providing, developing and managing faculty development programs, providing consultations on teaching strategies and instructional design, and facilitating workshops and trainings. This position supports instruction in all modalities, including face-to-face, online, hybrid, and technology-enhanced courses.</p>

PRIMARY DUTIES AND RESPONSIBILITIES

This description covers the most significant essential and incidental duties performed by this position for illustration purposes, and does not include other work, which may be similar, related to, or a logical assignment for the position. The position description does NOT constitute an employment agreement between the university and employee and is subject to change by the university as the organizational needs and requirements of the job change.

JOB DUTIES

JOB DUTIES (Please ensure the total of “% of Time” equals 100%)		
% of Time	Duties / Responsibilities	Essential or Incidental
40%	<p>Faculty Development</p> <ul style="list-style-type: none"> In collaboration with the Director of the Center for Teaching (CTL) and Learning, manage faculty development portfolio by designing, facilitating, and evaluating programmatic offerings Design, facilitate, and support workshops and trainings pedagogy, teaching strategies, instructional design, and education technology Collaborate on the development of resources that support CTL’s teaching and learning mission 	Essential
25%	<p>Instructional Design</p> <ul style="list-style-type: none"> Collaborates with faculty on course development, which includes all aspects of course design and development for face-to-face, hybrid, and online courses. Consults with instructors on curriculum development and integration of technology tools in teaching and learning. Works with divisions to create course templates. Provide technical support for instructors as they build their courses. 	Essential
20%	<p>LMS & Technology Support</p> <p>In coordination with the LMS Administrator:</p> <ul style="list-style-type: none"> Provide technical and logistical support for online or hybrid courses Troubleshoot technical issues Provide end-user support directly to faculty, staff, and students Coordinate with University Computing Solutions and the Registrar as needed Manage the system and documentation for faculty role requests and course extensions in Canvas. 	Essential
5%	<p>Scholarship of Teaching & Learning</p> <ul style="list-style-type: none"> Pursues opportunities to contribute to the scholarship of teaching & learning by submitting articles for publication and pursuing grants on behalf of CTL 	Incidental
5%	<p>Professional Growth & Development</p> <ul style="list-style-type: none"> Acquire new skills, competencies, and expertise that support CTL’s mission and scope of operations, through both formal and informal learning opportunities 	Incidental
5%	<p>Other duties assigned by the Director of the Center for Teaching and Learning</p>	Incidental

EDUCATION and/or EXPERIENCE

Any combination of experience and training that would provide the required knowledge and abilities is appropriate. A representative way to obtain the required knowledge and abilities are below. **For classified positions, please see classification specifications found online at <https://fa.oregonstate.edu/classification-specifications>** to assist with the particular specifications for the position. Please contact Human Resources with questions.

EDUCATION			
Type of Education	Required	Preferred	Specific field, training or degree
High School Diploma or equivalent (GED)	<input type="checkbox"/>	<input type="checkbox"/>	
Associate degree (A.S., A.A.) or two- year technical certificate	<input type="checkbox"/>	<input type="checkbox"/>	
Bachelor's degree	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Bachelor's degree, preferably in Instructional Design or Instructional Technology, with at least two years of instructional design experience
Master's degree	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Master's degree or a graduate-level certificate in Instructional Design, Instructional Technology, Education, or related field.
Doctoral degree or equivalent (Ph.D., J.D., Ed.D.)	<input type="checkbox"/>	<input type="checkbox"/>	
Other	<input type="checkbox"/>	<input type="checkbox"/>	

EXPERIENCE			
Type of Experience	Required Years of Experience	Preferred Years of Experience	Notes
	Choose an item.	Choose an item.	
	Choose an item.	Choose an item.	
	Choose an item.	Choose an item.	
	Choose an item.	Choose an item.	
	Choose an item.	Choose an item.	
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	Choose an item.	Choose an item.	
	Choose an item.	Choose an item.	

SOFT SKILLS			
Soft Skill	Required	Preferred	Notes
Other - Required	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Demonstrated experience working with faculty/instructors/subject matter experts to design, develop and support delivery of instruction. Highly developed communication skills (oral,

			<p>written, and interpersonal) with the demonstrated ability to work effectively with diverse constituencies</p> <ul style="list-style-type: none"> • Expertise in applying learning theory and pedagogy to develop instructional design strategies. • Knowledge and application of best practices using technology for teaching and learning, including but not limited to, multimedia development, web conferencing, learning management systems, social networking, online collaborative tools, and mobile solutions for education
Other - Preferred	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> • Experience with course development using Universal Design for learning principles • Teaching or training experience in a formal setting, such as, but not limited to, an academic institution, corporate training environment, or non-profit environment • Experience building a sense of community with faculty • Experience working directly with subject matter experts on course design for face-to-face courses • Experience making educational materials accessible • Experience integrating open educational resources and/or open pedagogies into course design • Project management experience • Experience in LMS end-user support • Quality Matters Certification

CERTIFICATES, LICENSES, REGISTRATIONS			
(Select all that apply)	Required	Preferred	Please specify required professional license(s), registration(s), and or certification(s), if applicable:
<input checked="" type="checkbox"/> None			
Driver's license	<input type="checkbox"/>	<input type="checkbox"/>	
Eligibility for Professional license, registration or certification	<input type="checkbox"/>	<input type="checkbox"/>	
Professional license	<input type="checkbox"/>	<input type="checkbox"/>	
Registration	<input type="checkbox"/>	<input type="checkbox"/>	
Certification	<input type="checkbox"/>	<input type="checkbox"/>	

SUPERVISION

Check the box next to each supervision level utilized by this position.

Level 1	Positions at this level are not responsible for any supervisory functions or responsibilities but may occasionally be asked to orient and/or train new employees.	<input type="checkbox"/>
Level 2	Lead Capacity: Positions at this level are responsible for providing leadership and instruction in daily work or special project direction that is provided to personnel in similar job functions at comparable or subordinate levels. This work is limited to individuals in same work unit. Positions are not responsible for hiring, firing, disciplinary actions, etc.*	<input type="checkbox"/>
Level 3	Positions at this level are normally responsible for some supervisory responsibilities, including providing daily work direction, making recommendations regarding hiring, disciplining, terminating employees, making pay adjustments, and/or making employee job/assignment changes. These jobs do not make independent employment related decisions.	<input type="checkbox"/>
Level 4	Positions at this level are normally responsible for a full range of supervisory responsibilities, including providing daily work direction, hire, discipline and terminate employees, make pay adjustments, communicate performance appraisals, approve absences, and/or make employee job/assignment changes subject to Department Head approval. This is the first full level of supervisory responsibility. Jobs at this level and higher are typically exempt.	<input type="checkbox"/>
Level 5	Positions at this level are normally responsible for a full range of supervisory responsibilities, including providing daily work direction, authority to hire, discipline and terminate employees, make pay adjustments, communicate performance appraisals, approve absences, and/or make employee job/assignment changes. Supervision will typically include both exempt and nonexempt positions which may include other supervisors.	<input type="checkbox"/>
Level 6	Positions at this level are normally responsible for full managerial responsibility including providing direction to other supervisors/managers regarding the supervision of their staff. Supervisory span will include direct and indirect reports, may cover multiple departments.	<input type="checkbox"/>

SUPERVISION CONTINUED

Level 7	The positions at this level are normally responsible for the overall management of the college, including providing direction to senior managers regarding the supervision of their staff. Final managerial authority and responsibility rests at this level.	<input type="checkbox"/>
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If Level 3 or above is selected, please list direct reports:

Job Title (i.e. "Student Employee", "Office Specialist 1")	Number of Employees Supervised with this Job Title

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*A **lead role** typically will provide oversight of people, projects, or functions. Whereas a supervisor will hire, fire and have performance appraisal responsibilities. A lead may contribute to these processes but typically does not have final decision-making authority in employment decisions.

DECISION MAKING & FISCAL RESPONSIBILITY

For full definitions of terms in the drop down lists please see the Position Description Writing Guide on the Human Resources [Forms Page](#).

Scope of Decisions Made:	Directed
Impact of Decision Made:	Unit/Department
Autonomy and Discretion:	Independent Work, Results Defined
Fiscal Authority:	Limited
Fiscal Responsibilities:	Transactions
Operating Budget (\$):	\$
Grant Funding (\$):	\$
Number of Grants:	
Foundation Funding (\$):	\$
Number of Foundation Funds:	
Agency (WOU) Funding (\$):	\$

WORKING CONDITIONS

Typical Work Functions* (check all that apply)	<input type="checkbox"/> Balancing	<input type="checkbox"/> Carrying
	<input type="checkbox"/> Climbing	<input type="checkbox"/> Crawling
	<input type="checkbox"/> Crouching/ Stooping	<input type="checkbox"/> Driving
	<input type="checkbox"/> Feeling/Handling	<input checked="" type="checkbox"/> Keyboarding/Computer Use
	<input type="checkbox"/> Personal Protective Equipment	<input type="checkbox"/> Pulling/Pushing
	<input type="checkbox"/> Reaching	<input type="checkbox"/> Regular interaction with customers
	<input type="checkbox"/> Repetitive movement	<input checked="" type="checkbox"/> Sitting
	<input checked="" type="checkbox"/> Speaking	<input type="checkbox"/> Specific Work Schedule
	<input type="checkbox"/> Squatting	<input checked="" type="checkbox"/> Standing
	<input type="checkbox"/> Telephone Use	<input type="checkbox"/> Twisting/Bending
	<input type="checkbox"/> Walking/Running	<input type="checkbox"/> Writing

Typical Working Environment and Hazards* (check all that apply)	<input checked="" type="checkbox"/> Normal office environment	<input type="checkbox"/> Animals/Wildlife
	<input type="checkbox"/> Chemicals	<input type="checkbox"/> Confined Spaces
	<input type="checkbox"/> Darkness/Poor Lighting	<input type="checkbox"/> Dust/Fumes
	<input type="checkbox"/> Electrical Hazards	<input type="checkbox"/> Explosives
	<input type="checkbox"/> Fire Hazards	<input type="checkbox"/> Heights
	<input type="checkbox"/> Human-Source Material (e.g., blood)	<input type="checkbox"/> Indoor Temp Extremes (Heat/Cold)
	<input type="checkbox"/> Moving machinery/Heavy Equipment	<input type="checkbox"/> Near-Continuous Use of Video Display
	<input type="checkbox"/> Noise	<input type="checkbox"/> Pathogens

<input type="checkbox"/> Potential Combative Work Environment <input type="checkbox"/> Traffic <input type="checkbox"/> Weather Extremes	<input type="checkbox"/> Radiation <input type="checkbox"/> Vibration
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Lifting Demands*	Up to 10 pounds
Additional Physical Demands or Work Conditions:	
Frequency of Travel*	Up to 10%
Work Schedule (if not typical or specified)	

ADDITIONAL REQUIREMENTS

Background/Education Check: A criminal background check will be completed as a condition of employment. Education checks are processed for positions requiring a formal degree as a minimum requirement. Reference checks will be conducted.

Equal Employment Opportunity: Western Oregon University is an equal opportunity employer that is committed to diversity, equity and inclusion in the workplace. We celebrate our inclusive work environment and encourage people of all backgrounds and perspectives to apply.

We embrace our differences and know that our diverse team is a strength that drives our success.

Accommodation Requests: Western Oregon University is committed to developing a barrier-free recruitment process and work environment. If you require any accommodations, please email us at [employment\[at\]wou.edu](mailto:employment[at]wou.edu) and we will work with you to meet your accessibility needs.

Acknowledgement:

Employee Printed Name	Employee Signature / Date
Supervisor Printed Name	Supervisor Signature / Date
Reviewer (VP / Director)	Reviewer Signature / Date
HR Director	HR Director Signature / Date

HR USE ONLY:

Received by:	Date

Position Class #:	Employee Class	Job Location	Appointment Percent
CUPA-HR#/Title	NOC Code	Category Code	SOC Code

Actions Taken
<input type="checkbox"/> NBAPBUD/NBAPOSN <input type="checkbox"/> NBAJOBS <input type="checkbox"/> PEAFACT <input type="checkbox"/> Electronically Filed

NOTES: