

# University of Houston – Clear Lake

## Position Description

Job Title: **Associate Director, Instructional Technology Services**

Job Code: **3911**

Pay Grade: **007**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

### QUALIFICATIONS

|                       | REQUIRED   | PREFERRED   |
|-----------------------|--|---|
| Education             | Bachelor's degree in Computer Science, Management Information Science, Communications, Multi-Media, or Instructional Technology.   | Additional specific courses in web development and/or database management.  |
| Experience            | At least five years experience in web development or instructional design for web based course delivery with at least two years supervision responsibility over a staff of web developers. | Additional years of experience in planning and development of web-enabled e-business web sites, online instruction and classroom training. Experience in a higher education setting. Experience managing web development staff charged with producing e-business web sites and courseware. Project management experience involving team assignments in instructional technology, including facilitation and coordination of information technology project development process. |
| License/Certification |  |   |

*This position may be security sensitive requiring a background check of the final candidate.*

### POSITION SUMMARY

**This position is responsible for managing Web course projects and coordinating support for Web course delivery. This position will collaborate with the director of Web and Multimedia Services and other UCT management staff in all aspects of support for Web-based courses. The position will oversee and advocate for the best practices and standards of the university's courseware material. The position will coordinate with management to ensure correct use of technology and resources are applied to courses with Web components ensure shared resources are leveraged efficiently.**

Duties and responsibilities

% Time

|   |    |
|---|----|
| Supervise and coordinate the efforts of the UCT web course development team and learning technology administration utilizing UCT's adopted lifecycle development methodology. | 40 |
| Manage the administration of the campus' course management system and supporting technology including the Learning Technology Administration located in the Support Center.   | 30 |
| Estimate, coordinate, monitor and communicate status of project timelines and resources. Advise management of progress or issues.   | 10 |
| Coordinate with academic units regarding web course delivery.   | 10 |

|   |    |
|---|----|
| Mentor Instructional Designers and Web developers in information analysis, architecture design, and customer service relations. Other duties as assigned. | 10 |
|---|----|

*This position description describes the general qualifications, duties and responsibilities of work being performed.*