

University of Houston – Clear Lake

Position Description

Job Title: **Director, Web and Multimedia Services**

Job Code: **3910**

Pay Grade: **008**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Bachelor's degree in Computer Science, Management Information Science, or Instructional Technology.	Coursework in Computer Science, Management Information Systems with an emphasis on Distance Learning Theory/practices or e-commerce applications.
Experience	Minimum five years experience in Application Design, Web Development or Instructional Design for web based course delivery with one year of supervision responsibility.	Additional years of experience in planning and development of web-enabled e-business and courseware delivery sites. Experience working with faculty in a higher education setting to collaboratively develop courseware. Manage web/application development staff of an e-business or course delivery website.
License/Certification		

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

POSITION SUMMARY

The position oversees the planning, development, and deployment of Web site, Web course and digital media. The position coordinates with university management, division heads, and department managers to develop Implementation plans, requirements studies, and instructional design plans to steer the university's Web resources in alignment with the University's goals. The position plans and directs the university's efforts to provide web-based instruction as well as the university's web presence.

Duties and responsibilities

% Time

Lead and direct the university's distance learning initiatives including supervision of the design, development, delivery, and evaluation of web-based instruction.	35
Lead and direct the prioritization, planning (in coordination with the Director of Planning & Assessment), development and implementation of university web-based e-business initiatives.	35
Develop and oversee a workable change management and applications standards practices for courseware and application program maintenance. Develop innovative ways to use technology and media in instruction and consult with faculty to implement them in courseware.	15
Represent the technology direction of the university through attendance at and participation in university and system committees .Maintain an up-to-date knowledge of technology and its applications in a higher education environment Participate in global, national, state, regional, and local organizations for coordination, communications, and cooperation. Manage and direct training	15

programs that encourage instructional use of computing and other technologies. Ensure that the technical staff is kept abreast of new technologies and maintains an adequate level of expertise .	
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<i>This position description describes the general qualifications, duties and responsibilities of work being performed.</i>
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