

University of Houston – Clear Lake

Position Description

Job Title: **Learning Technology Administrator II**

Job Code: **3978**

Pay Grade: **006**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Bacblors degree in Instrualional TechnologyEducation, Computer Science, Management Information Science, or related field	Master's degree in Instructional Technology Education, Computer Science, or Management Information Science.
Experience	Three years primary responsibility of administrating the course delivery tool(s) employed by UHCL including providing support for technology proficient and non-technology proficient users and professional experience in designing and developing web sites. Other server based software administration responsibility may be substituted in place of course delivery software administration.	Additional experience that includes e-commerce, administration and problem resolution of servers and networks from the administrative side, and the use of the World Wide Web in education. Extensive experience in technology support and troubleshooting.
License/Certification		

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

POSITION SUMMARY

The Learning Technology Administrator (LTA) II acts as the primary course delivery platform administrator for the development, test, and production servers used for Web-based instruction. The LTA II works with UCT information technology processes to insure that courses are ready for the start of semesters, user accounts have been added, and appropriate help and support files are available. Also, the L TA II maintains an archive of all courses in production, manages the maintenance process for all courses, acts as change control manager forcourses moving from development into production. and coordinates support for students needing support with elearning activities. The LTA II works with UCT management and staff and representatives of the online faculty community to identify process improvements, technology integration, and training needs. The LTA II assists with training faculty, staff, and students in collaboration with other UCT units as required. The L TA II resolves and coordinates other support personnel to resolve server and application related problems. TheLTA II assists faculty, staff, and students in resolving problems related to the course delivery platforms and related mechanisms supported by UCT. The LTA II acts as a mentor and trainer for other LTA support peronnel or other UCT staff members and student workers supporting online users. The LTA II acts as an advocate of all UCT supported course delivery platforms and related mechanisms.

Duties and responsibilities

% Time

Manages the production readiness process to insure that all courses are ready for the start of semesters, user accounts have been added, and appropriate help and support files are available.	20
Maintains an archive of all courses in production, manages the maintenance process for all courses, acts as change control manager for courses moving from development into	20

production, and coordinates support for students in e-learning activities. Tests and supports upgrades to the servers and related software used in course delivery and related mechanisms. Provides technical assistance and training to faculty and staff.	
Works with UCT management and staff and representatives of the online faculty community to identify process improvements, technology integration, and training needs.	15
Provides training, support and/or assistance to faculty, staff, and others who are engaged in delivering or supporting web-based instruction.	15
Assists faculty, students, and other support personnel to resolve course delivery related problems.	15
Assists with the production of assessment reports and process evaluation as needed. Participates in meetings and activities for the purposes of planning support for UCT course delivery platforms and related mechanisms. Related duties as assigned by supervisor.	15

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