Job Title: Educational Technology Specialist Associate

BCAT Code: 09OE04  Effective Date: April 1, 2007
Pay Grade: G16   FLSA Status: Non-Exempt  Revision Date: July 1, 2013

General Description
Provides entry-level design and modification of moderate educational technology systems, such as Web Course Tools (WebCT), Hypertext Markup Language (HTML), Virtual Reality Modeling Language (VRML), 3-D animation and software.

Examples of Duties
- Produces, edits, and publishes digital media content.
- Consults with staff and faculty on technology media usage.
- Assists in conducting workstation imaging.
- Conducts program analysis on educational technology.
- Assists in writing scripts and programs.
- Installs, maintains, and troubleshoots educational media, software, or hardware.
- Creates and maintains educational technology databases.
- Provides technical support to end users of educational technology.
- Performs other entry-level education technology related duties as assigned.

Knowledge, Skills, and Abilities
- Knowledge of Windows and programming languages, such as C, C++, Visual Basic, Pearle, Java, Common Gateway Interface (CGI), relational databases, such as Oracle, middleware, LANs, etc.
- Knowledge of integrated educational systems and event-driven programs.
- Knowledge of educational technologies.
- Effective time management, customer service, analytical, and organizational skills.
- Effective oral and verbal communication with external and internal customers.
- Ability to multi-task and use independent judgment.

Minimum GSU Hiring Standards
Bachelor’s degree and one year of related experience; or a combination of education and related experience.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.