Georgia State University

Job Specification

Job Title: Educational Technology Specialist, Intermediate

BCAT Code: 09VN03 Effective Date: April 1, 2007
Pay Grade: G17 FLSA Status: Non-Exempt Revision Date: July 1, 2013

General Description
Provides professional level design, development, and modification of moderate to complex 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
- Develops, produces, edits, and publishes digital media content.
- Consults with staff and faculty on technology media usage.
- Researches opportunities in new educational technologies.
- Conducts workstation imaging.
- Conducts program analysis and evaluation of educational technology.
- Writes 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.
- Trains staff, students, and faculty on digital media content and technology.
- Performs other professional level education technology related duties as assigned.

Knowledge, Skills, and Abilities
- Knowledge of Windows and programming languages, such as C, C++, Visual Basic, Pearl, 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, train staff, and use independent judgment.

Minimum GSU Hiring Standards
Bachelor’s degree and two years 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.

Office of Human Resources Classification Section