Job Title: Instructional Services Specialist

BCAT Code: 09IX13  Effective Date: February 1, 2007
Pay Grade: G14  FLSA Status: Exempt  Effective Date: July 1, 2013

General Description
Provides technology support, instructions, educational services, and consultation to faculty and staff.

Examples of Duties
• Supports the college, department, or unit in organizational and employee development.
• Instructs and consults with faculty and staff concerning career development and literacy education.
• Consults and promotes learning opportunities for multiple constituencies on campus.
• Builds links with other departments and units to integrate professional and career development opportunities.
• Coordinates and conducts seminars and workshops related to job specific skills.
• Teaches basic skills and General Education Development (GED) preparation classes.
• Supports and instructs faculty in behavioral interviewing.
• Assists faculty in the development of effective pedagogy, strategies of instruction or training.
• Prepares information material for faculty.
• Trains faculty and staff on the technology used at the college, in the department or unit, and the use of other management solutions and tools.
• Creates literature and help guides for faculty, staff, and students.
• Performs other related duties as assigned.

Knowledge, Skills and Abilities
• Knowledge of curriculum development, adult literacy, and facilitation techniques.
• Skilled in developing programs and presenting material.
• Skilled and ability to provide options or solutions within a set of complex variables.
• Ability to communicate effectively with a diverse population.

Minimum GSU Hiring Standards
Master’s degree and one year of experience in curriculum development, adult literacy, and facilitation; or a combination of education and related experience.