Georgia State University

Job Specification

Job Title: Educational Technology Specialist, Manager

BCAT Code: 09OX13  Effective Date: April 1, 2007
Pay Grade: G21   FLSA Status: Exempt  Revision Date: July 1, 2013

General Description
Manages the design, development, and modification of moderate and 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
- Approves the development, production, editing, and publishing of digital media content.
- Consults and advises staff and faculty on technology media usage.
- Researches and recommends opportunities in new educational technologies.
- Conducts program analysis and evaluation, and provides recommendations on educational technologies.
- Manages the development and writing of complex scripts and programs.
- Oversees the installation, maintenance, and troubleshooting of educational media, software, or hardware.
- Assigns the creation and maintenance of educational technology databases.
- Provides technical support to end users of complex educational technology.
- Trains staff, students, and faculty on digital media content and technology.
- Performs other advanced 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 complex 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, supervise staff, and use independent judgment.

Minimum GSU Hiring Standards
Bachelor’s degree and four 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.