



# CSU Bakersfield

Business and Administrative Services

Office of Human Resources

Mail Stop: 37 ADM  
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(661) 654-2266  
(661) 654-2267 Job Line  
[www.csub.edu/bas/hr](http://www.csub.edu/bas/hr)

## JOB ANNOUNCEMENT

<b>Position Title:</b>	<b>INSTRUCTIONAL TECHNOLOGIST (Information Technology Consultant - Foundation)</b>	
<b>Recruitment #:</b>	<b>#1683</b>	
<b>Full/Part-Time:</b>	<b>Part-Time (20 – 39 hours per week. Position may move to set time base upon potential reappointment)</b>	
<b>Regular/Temporary:</b>	<b>Temporary, ends on or before June 30, 2014. Any continuation beyond June 30, 2014 is contingent upon satisfactory performance and available funding.</b>	
<b>Bargaining Unit:</b>	<b>R09</b>	
<b>Salary:</b>	<b>\$19.75 – \$31.54 per hour</b>	<b>Non-Exempt</b>
<b>Department:</b>	<b>Faculty Teaching and Learning Center</b>	
<b>Available:</b>	<b>November 20, 2013</b>	
<b>Posted:</b>	<b>October 25, 2013</b>	
<b>Closing Date:</b>	<b>November 15, 2013</b>	

Positions are open to all interested applicants, both on and off campus, unless this is an on-campus only recruitment.

### APPLICATION PACKET REQUIREMENTS

This position requires **(including those on campus)** submission of:

- A standard CSU, Bakersfield job application (download at [www.csub.edu/BAS/hr/nonfacem.shtml](http://www.csub.edu/BAS/hr/nonfacem.shtml)).
- Names of three professional references
- Copy of degree/transcripts/typing certificate, if required
- Brief description of how you are qualified for this position by virtue of your interest, aptitude, education and experience required.

**DUTIES:** The Instructional Technologist will report to the direction of the Director of Instructional Development (DID) and will:

- Consult and train faculty in the Blackboard Learning Management System and other technology tools
- Develop instructional materials and multi-media resources for use by the FTLC in support of the faculty in their teaching
- Advise and assist faculty and staff in the selection of available software, hardware, tools and/or database systems to meet their instructional needs
- Provide academic course management and related services to faculty
- Act as a liaison and interface between faculty, staff, and information systems staff

- Assist faculty develop in using technology applications and software packages to enhance the teaching of faculty
- Document, collect and analyze data on the training provided faculty and on the effectiveness of the training
- Develop databases of training data for use in annual reporting on services provided by the FTLC
- Create visual presentation resources under the direction of the Director to communicate FTLC services and programs
- Other duties as assigned

**REQUIRED QUALIFICATIONS:** Bachelor's degree or senior standing for Bachelor's degree (**attach copy of degree/transcripts to employment application**) in Computer Science, Education, or related field. Willingness to learn and to take initiative.

**PREFERRED QUALIFICATIONS:** Experience working as a support person in a professional development unit in higher education. Professional experience using and training professionals in the use of Blackboard and/or other Learning Management Systems. Demonstrated knowledge and skills using SPSS or data analysis programs, Excel, and Microsoft Office, Adobe products, Photoshop and other related programs. Experience working with faculty individually and in groups.

**SCREENING:** Only those applicants possessing experience most directly related to the immediate needs of the office will be invited to appear before a Qualifications Appraisal Board for the purpose of appraising training, experience and interest in the position.

It shall be the policy of the CSU in filling vacant CSUEU bargaining Units 2, 5, 7 & 9 positions to fill such vacancies from among qualified individuals currently employed on-campus except when it is determined that it is necessary to appoint outside applicants to meet campus workforce diversity goals or to provide specialized skills and abilities that are not available from current employees.

The person holding this position is considered a "mandated reporter" under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

It is the policy of California State University, Bakersfield to hire only United States citizens and aliens lawfully authorized to work in the United States. All new employees will be required to present documentation verifying their right to accept employment. You will also be requested to present a social security card at the time of initial appointment in compliance with state payroll regulations. State regulations require that every state employee sign the Oath of Allegiance prior to commencing the duties of his/her State employment, except legally employed non-citizens. These individuals are required to sign the Declaration of Permission to Work.

**GENERAL APPLICANT INFORMATION:** Official California State University, Bakersfield application forms must be completed in full and received in the Human Resources Office by 5:00 p.m. on/or postmarked by the specified closing date, unless otherwise indicated. Resumes are welcomed but will not be accepted in place of the official application. E-mailed or faxed applications or resumes will also not be accepted.

Applications are available outside the Office of Human Resources and may be downloaded from the Human Resources website at [www.csub.edu/BAS/hr/nonfacem.shtml](http://www.csub.edu/BAS/hr/nonfacem.shtml). Candidates who reside outside the city of Bakersfield may contact the Office of Human Resources and request that an application be mailed to their residence. It takes a minimum of 4-6 weeks from the closing date for a position to be filled. **To check the status of your application, go to the Human Resources homepage and click on the "JOB STATUS" icon link. Applicants will not receive individual notifications.** Upon submission, all application materials become the exclusive property of California State University, Bakersfield and will not be copied or returned.