

## Job Descriptions

After reviewing several job descriptions both in the corporate and higher education areas of Instructional Technology I have compiled a list of job qualifications that I believe accurately describes my abilities related to the positions and conveys my competencies in the field. These skills were derived from job postings including Assistant Professorships, Instructional Technology Center Director, Performance Technologist, Training Coordinator, and Project Manager.

- Experience in developing and researching applications
- Experience in grant writing
- Conducts staff development in the area of technology integration
- Provides leadership and coordination to develop, implement, and update an instructional technology plan focusing on the integration of technology into the instructional program
- Launching innovations in pilot projects
- Protecting return on investment through improvement in planning, coordinating, and assessment
- Develop assessment tools for measuring effectiveness of Instructional Technology in teaching and learning
- Develop a renovation plan for technology enabled spaces
- Determine fiscal requirements and prepare budgetary recommendations
- Strong interpersonal and human relationship management skills
- Develop trust in client relationships
- Proficiency in the use of project management methodology
- Adapt processes to meet diverse cultural needs

In addition to these skills identified by the job descriptions I have experience in other areas as well as experience with specific software applications that will be of benefit in future job placements.

- Experience with MS Word, PowerPoint, and Excel at a mastery level including use of functions within the Excel interface
- Experience conducting formative and summative evaluations of curriculum projects and programs
- Conducting front end analysis through performance analysis, context analysis, needs assessment, and learner analysis
- Use analysis data to meet the needs of an organization and the learners
- Obtain and manage multiple resource units for project development
- Provide instruction in multiple instructional settings, including face-to-face as well as synchronous and asynchronous distance learning, that meets the needs of the organization defined in the front end analysis
- Establish learning environments which support inquiry and interaction while focusing on stated objectives

- Aid in the integration and institutionalization of new innovations in a variety of settings
- Utilize the ADDIE model in instructional design projects
- Develop computer-based and web-based instructional tools
- Utilize course management systems such as WebCT and Blackboard to design and develop web courses
- Create appropriate and effective visuals for web and computer-based applications
- Develop web pages using a variety of media
- Utilize Macromedia Dreamweaver and Fireworks at a master level for web page development
- Develop basic Macromedia Flash applications
- Develop branched- programmed materials using SumTotalSystems Toolbook
- Apply basic graphic design principles to all visual products including web sites, computer-based applications, and web courses