

ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY

Foothill College

Technology Training Coordinator

Job #07-074

Closing Date: 12/01/06

The Foothill-De Anza Community College District is currently accepting applications for **Technology Training Coordinator**, Foothill College.

DUTIES AND RESPONSIBILITIES OF THE POSITION INCLUDE:

Under the direction of the supervisor, provide leadership, strategic planning, coordination of a statewide technology training program, and the usability of learning technology tools. Work closely with consortium, project staff and industry experts to research, develop, manage, and implement new technology training programs. Deliver on-site and online training and provide support to consortium users and staff via online forums, collaboration tools, and e-mail. Consult with consortium trainers and technicians to resolve usability issues with technology. Consult with project staff to assess the effectiveness of the training program and materials. Serve as content manager for training web site. Perform other related duties as assigned.

MINIMUM QUALIFICATIONS:

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Bachelor's degree or equivalent in Instructional Design or related field.
3. Two years experience in technology training program development and implementation.
4. Experience using training technology for instruction with design and development of training materials in a variety of delivery modes, preferably in an educational environment.

PREFERRED QUALIFICATIONS:

1. Experience creating and maintaining web site content.
2. Possess extensive understanding of Windows and Macintosh operating systems and cross platform issues of software.
3. Ability to assist users and staff with effective troubleshooting and issue resolution with system conflicts.
4. Knowledge of training and support issues relevant to faculty and staff needs in a higher education environment.
5. Knowledge of instructional design and training development in computer and web-based learning technologies.
6. Knowledge of effective uses of technologies such as web development (HTML, JavaScript), multimedia tools (PhotoShop, PowerPoint, RoboDemo), web course management software (ETUDES, WebCT, Bb), and other technologies.

7. Knowledge of adult learning theory, assessment methods, and development and assessment of technology training programs.
8. Ability to work with staff to gather, evaluate, and maintain accurate records on training program offerings, completion rates, satisfaction of training and user support services, and cost for statewide delivery of training opportunities.
9. Ability to work in a changing environment and manage multiple priorities.
10. Ability to work in a distributed team structure.
11. Ability to evaluate, revise, and design clear training materials, multimedia, and online user documentation.
12. Ability to develop, coordinate, manage, and deliver online training, and support consortium users.
13. Ability to coordinate, lead, and oversee usability testing of technology and training staff activities.
14. Ability to communicate both orally and in writing to individuals and/or groups of diverse backgrounds including students, staff, and community.
15. Ability to collaborate with project staff to ensure training and support programs are successfully promoted and implemented, resulting in a high level of satisfaction from users across participating institutions of the consortium.

APPLICATION MATERIALS:

1. A District application to be completed at www.fhdajobs.net (a paper application is available by visiting www.fhda.edu or by contacting Employment Services).
2. Resume of all work experience, formal education and training.
3. Cover letter addressing your qualifications for the position of Technology Training Coordinator.
4. A separate document that provides information which demonstrates your understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.

Incomplete application packets will not be forwarded to the search committee for review.

Application materials become the property of the District and will not be returned.

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CONDITIONS OF EMPLOYMENT

Salary: \$5,147.38 per month plus benefits; level N-58

Position: Full-time, Grant Funded, 12 months per year

Starting date: As soon as possible upon completion of the search process.

Excellent benefits package which includes full cost medical coverage for employee and eligible dependents, dental, vision care, employee assistance program, long-term disability, retirement benefits and basic life insurance.

For information on our benefits package that includes fully paid medical for employees and dependents, visit our web site:

<http://hr.fhda.edu/benefits>

Persons with disabilities who require reasonable accommodation to complete the employment process must notify Employment Services no later than the closing date of the announcement.

The successful applicant will be required to provide proof of authorization to work in the U.S.

All interviewing costs incurred by applicant are the responsibility of the applicant.

For more information about our application process contact:

Employment Services

Foothill-De Anza Community College District

12345 El Monte Road

Los Altos Hills, California 94022

(650) 949-6217

Email: employment@fhda.edu

<http://www.fhda.edu>