

# ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY

## Foothill College

### Technology Training Specialist

Job # 07-135

Closing Date: 02/23/07

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

#### **DUTIES AND RESPONSIBILITIES OF THE POSITION INCLUDE:**

Under the direction of the Dean of Foothill Global Access, locate, develop, and/or deliver available technology training resources, services, and activities to district faculty and staff. Identify on-going technology needs and develop programs and materials to meet these needs. Provide technology leadership with technology-related program development and strategic planning for the use and evaluation of learning technology district-wide. Work closely with faculty, staff and other experts to research, develop, coordinate, and implement new technology training programs at Foothill College. Advise and consult with other trainers and technicians on technical and training issues. Identify, recruit, and coordinate the work of subject matter-, staff-, and industry-experts engaged in developing and delivering district-wide technology training through workshops, web sites, CD-ROM, and video conferencing. Develop and update training materials on college/district web site. Consult with faculty regarding assessment methodologies and training materials. Collaborate with staff to ensure training programs are successfully promoted and implemented resulting in a high level of satisfaction from participants. Evaluate and revise training materials to meet changing technology and user needs. Develop, coordinate and deliver training sessions and workshops. Work with staff to maintain accurate records on program development, consulting services, and costs. Manage multimedia file storage and delivery. Teach Fasttech classes for K-14 teachers. Monitor the Krause Center for Innovation (KCI) multimedia lab. Schedule KCI classes each quarter. 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. Any combination equivalent to a Bachelors degree in instructional design or related field.
3. Two years experience in 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. Two years experience in technology training.
2. Experience in use of courseware for delivery of instruction via the internet.

#### **In addition, successful candidates will demonstrate the following:**

1. Experience in development of courses using of ETUDES NG, Moodle, WebCT, Blackboard, or equivalent course management system.
2. Knowledge of effective uses of new technologies such as web development (HTML, JavaScript, graphics), multimedia tools (PhotoShop, PowerPoint), courseware authoring tools, CD-ROM and other instructional technology.
3. Knowledge and an extensive understanding of Windows NT and Macintosh operating systems, desktop productivity software (Word, Excel, PowerPoint, etc.) and cross platform issues of application software.
4. Knowledge of adult learning theory and assessment methods.
5. Knowledge of the development and assessment of educational programs.
6. Knowledge of instructional design and training development in computer mediated learning.
7. Knowledge of academic issues relevant to community college student populations.
8. Ability to evaluate, design and produce clear training materials, web sites, multimedia, CBT programs, and on-line documentation.
9. Ability to organize and manage development and delivery of training.
10. Ability to express course material and educational goals through the imaginative application of technology to existing materials and structures.
11. Ability to coordinate and assign work to technical and clerical staff.
12. Ability to communicate in writing and orally to individuals and/or groups from diverse backgrounds including students, staff, and community.
13. Ability to work in a changing environment and manage multiple priorities.

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### **APPLICATION MATERIALS:**

1. A District application to be completed at [www.fhdajobs.net](http://www.fhdajobs.net) (a paper application is available by visiting [www.fhda.edu](http://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 Specialist.
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.
5. A document containing an example of instructional technology training material developed by the applicant.

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.

### **CONDITIONS OF EMPLOYMENT**

**Salary:** \$4,671.42 per month plus benefits; level N-54

**Position:** Full-time, Permanent, 12 months per year

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

**Please Note:** Some evening and weekend work required.

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](mailto:employment@fhda.edu)  
<http://www.fhda.edu>