PANOLA COLLEGE
JOB DESCRIPTION

JOB TITLE:	Educational Technology Assistant		**FLSA status:**	Non-exempt

DEPARTMENT:	eLearning	**REPORTS TO:**	Director of eLearning

Position summary: Under direct supervision, this person is responsible for increasing College and student success through support of effective use of technology. This position reports directly to the Director of eLearning and assists with educational technology-related activities and other duties as assigned.

Position responsibilities:

- Assist with training and support of College personnel and students in use of educational technology applications.
- Assist faculty in the design and development of online courses and resources using educational technology applications.
- Assist with training and support of personnel in use of Learning Management System (LMS)
- Provide face-to-face, phone, and online LMS support for faculty and students.
- Oversee student orientation to the LMS, online and face-to-face as needed.
- Collaborate with Information Technology Services (ITS) as needed.
- Prepare and maintain documentation related to position and eLearning department as needed.
- Assist with development of digital artifacts.
- Assist with development and maintenance of the Panola College website.
- Assist with monitoring website analytics reports.
- Assist with monitoring page updates to ensure that they are posted correctly and in a timely manner.
- Proctor exams in testing lab as needed.
- Facilitate online and ITV classes as needed.
- Maintain confidentiality of student and instructor records/information and procedures.
- Perform other duties as assigned.

Minimum Position Requirements:

- Associate degree in related discipline preferred.
- Experience with web authoring tools, content management systems, website development and maintenance preferred.
- Competence in Microsoft Windows suite of applications.

Knowledge, Skills, and Abilities Required:

- Strong interpersonal and communication skills.
- Strong grammar and writing skills.
- Flexibility to work with interruptions and schedule/assignment changes.
- Ability to adapt to new technologies and to learn new systems.
- Motivation to learn and share innovative technology tools.
- Ability to create and maintain web pages; experience with HTML authoring tools preferred.
- Ability to function in a cooperative work environment.
- Ability to translate technical terms for less-experienced technology users.
- Ability to work independently and coordinate multiple, simultaneous projects and tasks.
- Ability to keep student and faculty information confidential.
- Ability to work with a diverse student and faculty population in a fast-paced environment.

Physical Demands and Work Environment:

- Work is normally performed in a typical interior/office work environment, computer lab and/or ITV lab.
- Limited physical effort required; employee must occasionally lift and/or move up to 50 pounds.
- No or very limited exposure to physical risk.