



Office of Work Life Engagement

POSITION ANNOUNCEMENT

**Position:** Classroom Technology Specialist  
**Department:** Information Technology Services  
**Reports to:** Assistant Director, Instructional and Learning Services

**Responsibilities:** Provide multimedia services, technology support and training to faculty, staff, student, administrators and the university community. Responsible for functionality of multimedia technology in classrooms, labs, conference rooms, and community spaces; provide training, demonstrations, and documentation on current technologies. Provide support and training for multimedia mobile carts and check-out technologies. Consult with Schools and Departments on new or replacement technology needs within campus learning spaces and other community spaces; Coordinate the installation of technology with Physical Plant and outside vendors; expedite repair and work orders. Other duties to advance and maintain effective use of instructional technology.

**Qualifications:** The successful candidate will have a minimum of an Associate's degree in a related technology field with a minimum of 1 year of relevant work experience. A baccalaureate degree is preferred. Demonstrated experience in the use, training and support of computer technologies, classroom presentation equipment, capture and media control systems, sound systems, digital conferencing, media production and instructional applications required; experience in IT trouble-shooting, documenting reports, and providing technical resolutions is required. Must have applicable written and oral communication skills to document reports, develop user guides, answer questions and instruct faculty, staff and students; must have analytical and organizational skills; must be self-directed to work independently or work collaboratively with colleagues. Must meet university lifestyle expectations.

This is a 100% FTE position. Eligible for full university benefits.

**Position Available:** June 3, 2019. Review of candidates will begin immediately and continue until the position is filled.

Qualified and interested candidates should submit a letter of interest, resume and employment application <http://www.anderson.edu/uploads/hr/staff-application.pdf> to [staffjobs@anderson.edu](mailto:staffjobs@anderson.edu). Persons with an application on file or current university employees should send an email to [staffjobs@anderson.edu](mailto:staffjobs@anderson.edu) to express interest in this position. Current employees are also expected to notify their supervisor of their interest in this position.

Anderson University is a private Christian university in central Indiana, located near [Money's #1 Best Places to Live in 2017](#) and [Town & Country Magazine's #1 Best Place to Live](#). Anderson University continues to be recognized as one of America's top colleges by U.S. News and World Report, and The Princeton Review. Established in 1917 by the Church of God (Anderson, Ind.), Anderson University offers more than 50 undergraduate majors and graduate programs in business and theology. The University's location in the central part of the state allows easy access to state parks, several boating lakes, and beautiful farmland. The close proximity to Indianapolis, the state's capital, offers a full range of cultural and entertainment amenities.

AU is an equal opportunity employer. Persons who bring diversity are encouraged to apply. Anderson University complies with federal and state requirements for non-discrimination in employment with regard to sex, age, race, color, disability, and national and ethnic origin.