Information Technology Job Family: Instructional Technology Specialist Progression

These generic job title summaries are intended to indicate the kinds of tasks and levels of work complexity that will be required of positions classified to any of these titles and are not intended to be construed as declaring the specific duties and responsibilities of any particular position. The use of particular expressions or illustrations describing functions within a specific job title does not exclude other duties of a similar kind and/or level of complexity. Positions are classified to a particular job title based upon the predominant level of expected work complexity. *A position that is classified into this title and band must meet the Cornell requirements for exemption under the FLSA*

GENERIC JOB PROFILE SUMMARIES

	Instructional Technology Assistant INDIVIDUAL CONTRIBUTOR	Instructional Technology Specialist II INDIVIDUAL CONTRIBUTOR	Instructional Technology Specialist III INDIVIDUAL CONTRIBUTOR	Instructional Technology Specialist IV INDIVIDUAL CONTRIBUTOR	Instructional Technology Specialist V INDIVIDUAL CONTRIBUTOR
Course Design	Participates in the evaluation of classroom technology and assists faculty in providing technology needs.	Evaluates classroom technology and assists faculty in providing technology needs.	Evaluates and analyzes classroom technology and partners with faculty on course technology needs.	Evaluates and analyzes classroom technology and partners with faculty on course technology needs.	
		Collaborates with program development, delivery, product groups to develop and support technologies and processes underlying the creation of online courses.	May serve as team lead in the investigation, selection, design, testing and implementation of tools and processes to support online course development.	Participates in the selection, implementation, design, development and continuous improvement of tools and processes for online courses. May provide complex programming as needed for technical projects.

Oversees Instructional Technologists and contractors as necessary. | Directs the development and operations for instructional technology standards. Establishes long-term strategic goals in conjunction with key stakeholders. |
| | May partner in training to internal stakeholders. | Deliver trainings to internal stakeholders, contractors, and facilitators using information technology to create technical components. | Aid in developing solutions and support strategies for emerging campus support needs. | Deliver trainings to internal stakeholders, contractors, and facilitators to assess process and technologies efficiency. | |

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Technology	Provides guidance based on technology requirements and limitations, registration requirements, and target audience.	Responds to client needs and collaborates with other information technology staff and clients to identify, develop and implement appropriate technology solutions for teaching and learning.	Develop appropriate strategies for implementing information technology across a broad range of academic programs and initiatives.	Ties together the activities of several learning technology areas and/or initiatives to build comprehensive strategies for applying technology in teaching.	Provides leadership on instructional technology usage, current systems, and emerging technology.
	Prepares room with proper equipment for specific events (e.g., classroom teaching, meetings, seminars, etc.) and ensures the proper security of all equipment.	Track and report on technology needs.	Track and analyze technology needs by examining faculty/ staff satisfaction levels	Track and analyze technology needs by examining faculty/ staff satisfaction levels	Lead the activities of the instructional technology project teams in the design, development and implementation; and the configuration and auditing to ensure quality control.
	Troubleshoots issues as they arise for online course/ conference moderators and attendees.		Collaborates with clients to resolve issues related to technology use in teaching, including application assessment, pedagogy, deployment methodologies, integration strategies, etc.	Collaborates with clients to identify and deploy appropriate technology for education, resolve issues related to technology use in teaching, including application assessment, pedagogy, deployment methodologies, integration strategies, etc.	Overseeing the development, operations and maintenance of instructional design. Trains, mentors and may supervise others.
			Work with faculty to ensure technology needs are current and relevant to teaching methods.	Work with faculty to ensure technology needs are current and relevant to teaching methods.	Cultivate long-term strategic goals for Instructional technology development in conjunction with end users, managers, clients, and other stakeholders.
	Provide instruction to faculty/staff in the use of technology in the classroom/facility.	Provide instruction to faculty/staff in the use of technology in the classroom/facility.	Provide instruction and guidance to faculty/staff in the most effective use of technology in the classroom/facility.	Provide guidance to faculty/staff in the most effective use of technology in the classroom/facility.	Lead the development, expansion and integration efforts for instructional technology platforms with enterprise systems and applications.
		Works closely with clients to assess and implement technology in teaching. Identify current gaps and recommend new processes and procedures as needed.	Consults with other learning technology personnel to develop solutions for academic programs, departments, and similar units. Develop strategies and devise creative solutions to enhance course performance.	Provide strategic learning technology direction and influence larger learning technology decisions as they affect the entire campus. Conceptualize, design and implement major process and tool enhancements for technical courseware support.	Responsible for managing the design, development, maintenance, and support of instructional design area

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Other		Plan and organize technology for teaching curricula, materials, and programs to meet specific educational needs.	Research, test, and configure technical tools and may develop technology for teaching curricula, materials, and programs to meet specific educational needs.	Deliver programming expertise for selecting, configuration, and troubleshooting advanced tools and applications to meet specific educational needs.	Establish developmental standards
		May act as a liaison with campus organizations, vendors and committees.\n\n.	Act as a liaison with campus organizations, vendors and committees.	Act as a liaison with other institutions, campus organizations, vendors and committees.	
		Provide technical assistance responding to inquiries regarding errors, problems, or questions with online learning products as needed and implementing corrections or edits as directed.	Support key stakeholders in formatting data, writing queries, and executing reports.	Partner with key stakeholders to design and implement program status reports and dashboards. Recommend data collection strategies.	Design and build infrastructure and reporting to support analytics.

JOB FACTOR PROFILE TABLE

FACTOR PROFILE	11479 INSTRUCTIONAL TECHNOLOGY ASSISTANT, BAND D	11480 INSTRUCTIONAL TECHNOLOGY SPECIALIST II, BAND E	11481 INSTRUCTIONAL TECHNOLOGY SPECIALIST III, BAND F	11482 INSTRUCTIONAL TECHNOLOGY SPECIALIST IV, BAND G	12299 INSTRUCTIONAL TECHNOLOGY SPECIALIST V, BAND H
MINIMUM EDUCATION AND EXPERIENCE EQUIVALENCY	Associate's degree and 2 to 4 years relevant experience or equivalent combination	Bachelor's degree and up to 2 years relevant experience or equivalent combination	Bachelor's degree and 3 to 5 years relevant experience or equivalent combination	Bachelor's degree and 5 to 7 years relevant experience or equivalent combination	Bachelor's degree and 7 to 10 years relevant experience or equivalent combination
IMPACT	Extend beyond department	Moderate impact	Moderate impact	Substantial impact	Substantial impact
CONTACTS - INSIDE	Provide guidance or instruction	Assist others Cooperation of task completion	Provides guidance to others Coordinates activities	Persuade others to take particular course of action Coordinate major activities	May involve sensitive issues Coordinate major activities
CONTACTS - OUTSIDE	Provide information that exists within pre-established documents or programs	Provide/receive guidance, advice or information that must be analyzed and developed by the position	Provide/receive guidance, advice or information that must be analyzed and developed by the position	Develop and make presentations and negotiate with others	Develop and make presentations and negotiate with others
CONTACTS - STUDENTS	Provide information or instruction on policies/procedures	Limited contact	Limited contact	Limited contact	Limited contact