Instructional Technology Analyst
West Valley-Mission Community College District

Job Title **Department**	Instructional Technology Analyst
Institution	West Valley-Mission Community College District Saratoga, California
Date Posted	Jul. 3, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administration - Other
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Job Description	

Instructional Technology Analyst

Closing Date:

Definition:

The Mission College Academic Services team is seeking a talented individual to fill the position of Instructional Technology Analyst.

Mission College is located in the heart of Silicon Valley. Our staff and faculty are among the most qualified in the state and our students appreciate the college for its friendly staff and supportive

atmosphere. As one of the most diverse colleges in the state, we are committed to student equity, community engagement, social justice, transparency, and cultural humility and demonstrate this in our everyday actions.

Under the direction of the Dean of Academic Services, the Instructional Technology Analyst will have or develop comprehensive knowledge of a wide variety of instructional technology software systems and the processes necessary to implement and update them. This incumbent in this analyst position will

- Serve as the technical lead for the colleges Starfish and Program Mapper platforms, supporting administrators, faculty and staff in the ongoing college-wide implementation of these platforms, providing technical assistance to college users, and making necessary ongoing updates within the software to ensure proper functioning.
- Employ project management skills while collaborating with our Academic Services team and Records team to ensure that program updates are reflected appropriately on an ongoing basis in the DegreeWorks, Program Mapper, and CCCApply interfaces.
- Assist with other instructional technology such as Canvas, Ad Astra, eLumen, etc.
- Support the ongoing updating and enhancement of the colleges online catalog.
- Collaborate with district Information Systems staff as needed to ensure proper functionality of software technologies.
- Collaborate with our research team to help facilitate the retrieval and use of data stored within these instructional software programs.
- Display the flexibility to adapt to and implement different or emerging technologies.

Applicants who possess the knowledge, skills and work/life experiences to fulfill the duties of the position and address the cultural and educational needs of a diverse student population are encouraged to apply.

Assignment:

100% of full time, 37.5 hours per week, 12 months per year, with anticipated start date of September 2024. Schedule may change to include some evening or weekend hours, as needed. This position is represented by the West Valley-Mission Classified Employees Association (WVMCEA), Office, Technical & Business Services Employee Unit.

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Work Location: Mission College, Santa Clara, CA

IMPORTANT NOTE:
This is a grant-funded position, and position is contingent upon the grant being renewed.

Salary and Benefits:

Anticipated Hiring Range:

- $9,316.00-$10,193.67 monthly (WVMCEA Salary Schedule, Range 74, Steps A-C).

Benefits include:

- Employer-contributed medical, dental and vision for employee, spouse, and/or dependents.
- Employer-paid long term disability for employee.
- Employer-provided life insurance.
- 14 paid holidays, plus 1 floating holiday annually; paid non-workdays between Christmas and New Year.
- 12 days vacation leave accrued annually; rate increases step-wise up to maximum 22 days vacation leave accrued annually.
- 12 days sick leave accrued annually.
- Personal necessity leave and personal business leave.
- Educational growth incentive program from $45 to $225 monthly.
- $1000 longevity award annually after 10 years of service and $1,500 longevity award annually after 15 years of service.
- CalPERS retirement.
- Position is union affiliated.

Minimum Qualifications:

Any combination of experience and education that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

1. Education: Equivalent to a Bachelors degree from an accredited college or university with

major course work in instructional technology, instructional design, media communications, computer science or a related field.
2. Experience: Two years of responsible professional instructional technology experience.

AND

Understanding of, and sensitivity to the diverse academic, socio-economic, ethnic, religious and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.

Examples of Duties and Responsibilities:

Duties may include, but are not limited to, the following:

- Assist college faculty in designing and developing online courses, hybrid courses and related online content; maintain and update Online Courses (distance learning) website, maintain list of current and upcoming online course offerings, post and update help guides for student and faculty resources.
- Diagnose and correct problems and/or support issues related to the districts online course management system and other instructional technology systems.
- May plan, organize, implement and evaluate the colleges assessment outcomes data collection, analysis and activities when assigned.
- Train campus instructors in the utilization of the districts online course management system.
- Assist faculty with integration technology into the curriculum; serve as a resource to faculty and staff in the development of technology enhanced instruction and related media.
- Assist in planning and evaluating instructional technology design needs for new and existing courses including technology enhanced hybrid courses and online courses.
- Prepare and deliver orientations, workshops and short-courses to faculty in the development of online course content, online pedagogy and other instructional technologies as well as integrating new innovative technologies into traditional classroom courses.
- Participate in establishing and achieving goals in accordance with ongoing distance learning strategic plans; serve on committees and teams as requested.
- Track and compile data; distribute distance learning program information and related materials.
- Perform desktop publishing functions for the schedule of classes, college catalog and other similar tabloid type publications as needed; prepare or assist in preparing reports.

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- Assure compliance with all applicable laws, rules, regulations and restrictions related to instructional technology and distance learning.
- Build and maintain positive working relationships with co-workers, other district employees and the public using principles of good customer service.
- Foster an environment that embraces diversity, integrity, trust and respect.
- Be an integral team player, which involves flexibility, cooperation and communication.
- Perform related duties as assigned

For more information on this position and to apply, please visit our website at the following link:
wvm.peopleadmin.com

Applicants who, due to a disability, require accommodations to complete the application, testing or interview process, please contact Human Resources at (408) 741-2174 to arrange for assistance.

West Valley-Mission Community College District is an Equal Opportunity Employer.

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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A
West Valley-Mission Community College District

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