

**Educational Technologist
Austin Community College**

Direct Link: <https://www.AcademicKeys.com/r?job=256502>

Downloaded On: May. 5, 2025 7:14pm

Posted May 5, 2025, set to expire Nov. 29, 2025

Job Title Educational Technologist
Department Staff
Institution Austin Community College
Austin, Texas

Date Posted May 5, 2025

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

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Educational Technologist

Austin Community College

Job Posting Closing Times: Job postings are removed from advertising at **12:00 A.M.** on the closing date e.g., at midnight on the day before the closing date.

Austin Community College employees are required to maintain a domicile in the State of Texas while working for the college and throughout the duration of employment. [-AR 4.0300.01](#)

[If you are a current Austin Community College employee, please click this link to apply through your Workday account](#)

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Austin Community College is a public two-year institution that serves a multicultural population of approximately 41,000 credit students each Fall and Spring semester. We embrace our identity as a community college, as reflected in our mission statement. We promote student success and community development by providing affordable access, through traditional and distance learning modes, to higher education and workforce training, including appropriate applied baccalaureate degrees, in our service area.

As a community college committed to our mission, we seek to recruit and retain a workforce that:

- Values intellectual curiosity and innovative teaching
- Is attracted by the college's mission to promote equitable access to educational opportunities
- Cares about student success and collaborates on strategies to facilitate success for populations including; first generation college students, low-income students, and students from underserved communities.
- Focused on student academic achievement and postgraduate outcomes
- Welcomes difference and models respectful interaction with others
- Engages with the community both within and outside of ACC

Job Posting Title:

Educational Technologist

Job Description Summary:

To provide support services related to instructional technology applications for Austin Community College (ACC) faculty and staff; provides training assistance in in use of media as needed, and maintains equipment inventory for technology used by faculty and staff in support of instruction at the College.

Job Description:

This is a ACC District position that is anticipated to serve the Riverside Campus during the following hours:

Monday - Friday, 8am - 5pm.

Description of Duties and Tasks

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- Creates and maintains training videos and documentation for instructional technologies supported within the College.
- Provides end-user training, consultations, and technical support on the use of various instructional technologies, including lecture capture, web conferencing, learning management system, etc.
- Provides consultation with faculty to recommend applicable media, multimedia equipment use, design, and production techniques for instruction, materials, and presentation.
- Conducts train-the-trainer workshops for internal teams on the use of instructional technologies within the College.
- Creates media and multimedia, in partnership with subject matter experts, for use in various instructional formats.
- Facilitates one-on-one instruction and group workshops, either on request or as part of campus-wide special events.
- Maintenance and tracking of instructional technologies for short-term loan to faculty & staff.
- Supports the use of in-classroom audio-visual technologies through end-user training, documentation creation, and technical support.
- Performs routine maintenance of in-classroom audio-visual technologies and makes recommendations on repairs and/or replacements.
- Provides assistance to partnering production teams in the support of faculty/guest presentations and special events.
- Assists and/or leads media production projects, in coordination with the Instructional Media Production team, including video and audio projects for faculty and staff as well as digital data conversions.
- Researches trends in instructional technology and provides recommendations on instructional technology for use & support within the College.
- May provide training to and oversee work of hourly staff.

Knowledge

- Media equipment and instructional technology, operating techniques, and quality industry standards.
- Computer and multimedia software application packages (for Windows and IOS) and instructional development techniques (such as Adobe Creative Suite, Camtasia, and lecture capture, desktop web conferencing tools).
- Current principles and practices of multimedia presentations.
- Cultural and equity competency.
- Knowledge of and familiarity with working in an academic environment.

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Skills

- Maintaining an established work schedule, including occasional evenings and weekends as needed.
- Establishing and maintaining effective working relationships.
- Effectively using interpersonal and communications skills, including tact and diplomacy.
- Effectively using organizational and planning skills.
- Maintaining confidentiality of work-related information and materials.
- Inventory and property management.
- Operating and maintaining a variety of media equipment safely and competently.
- Using basic tools, equipment, and procedures for repairing media equipment and peripheral devices.
- Assessing and prioritizing multiple tasks, projects, and demands.
- Applying problem-solving techniques.

Technology Skills

- Use a variety of spreadsheet, word processing, database, and presentation software.
- Familiarity with Learning Management Systems.

Required Work Experience

- Two years related work experience.

Preferred Work Experience

- Work experience in a higher educational institution.

Required Education

- Associate degree.

Preferred Education

- Degree in Education, Communication, Information Technology, or related field.

Special Requirements

- Valid Texas Driver's License and reliable transportation for local Austin area travel.

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Physical Requirements

- Work is performed in a variety of settings.
- Subject to standing, walking, sitting, bending, reaching, pushing, and pulling, and at times subject to stooping, crawling, and climbing.
- May need to lift heavy objects of up to 50 pounds.
- Specific vision abilities may include close vision, distance vision, color vision, and ability to focus.

Safety

- Work safely and follow safety rules. Report unsafe working conditions and behavior.
- Take reasonable and prudent actions to prevent others from engaging in unsafe practices.

Salary Range

\$51,822 - \$64,777

Number of Openings:

1

Job Posting Close Date:

May 16, 2025

Clery Act

As required by the US Department of Education, employees are required to report violations under Title IX and, under the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act), select individuals are required to report crimes. If this position is identified as a Campus Security Authority (Clery Act), you will be notified, trained, and provided resources for reporting.

Disclaimer

The above description is an overview of the job. It is not intended to be an all-inclusive list of duties and responsibilities of the job, nor is it an all-inclusive list of the skills and abilities required to do the job. Duties and responsibilities may change with business needs. ACC reserves the right to add, change, amend, or delete portions of this job description at any time, with or without notice. Employees may be required to perform other duties as requested, directed, or assigned. In addition, reasonable

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accommodations may be made by ACC at its discretion to enable individuals with disabilities to perform essential functions of the job.

To apply, please visit: https://austincc.wd1.myworkdayjobs.com/en-US/External/job/Riverside-Campus/Educational-Technologist_R-7645

Contact Information

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

Contact

Staff
Austin Community College

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