



ANDERSON UNIVERSITY

Office of Work Life Engagement

POSITION ANNOUNCEMENT

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

Position Objective: (General function, scope and purpose of the work)

Provide multimedia services, technology support and training to faculty, staff, students, administrators, and the university community.

Responsibilities:

1. Responsible for the provision, support and proficient functionality of multimedia technology in all classrooms, mobile multimedia carts, checkout equipment, conference rooms, other community spaces, and video conferencing environments.
2. 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.
3. Provide training, user documentation, and technical support on current technologies and new products.
4. Ensure security of classroom equipment, systems and digital tools with approved methods and devices.
5. Participate in the research, testing and development of emerging technologies and digital applications.

Qualifications:

Associate's Degree in related technology field with a minimum of one year of relevant experience required; 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; demonstrated experience in designing multimedia environments and the installation of audio visual equipment such as projectors, projection boards, TV displays, speakers, microphones, and switchers; experience in IT trouble-shooting, documenting reports, and providing technical resolutions is required; excellent written and oral communication, analytical and organizational skills required; strong interpersonal skills and ability to work effectively and collaboratively with administrators, faculty, students and colleagues is required.

Position Available: 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](#) to staffjobs@anderson.edu. Final candidates are expected to provide an official transcript. Persons with an application on file or qualified university employees may submit a letter of interest to staffjobs@anderson.edu. Current employees are also expected to notify their supervisor of interest in this position.

[Anderson University](#) is on a [mission](#) to educate students for lives of faith and service, offering more than [60 undergraduate majors](#), [30 three-year degrees](#), [20 NCAA Division III intercollegiate sports](#), alongside [adult](#) and [graduate](#) programs. The private, liberal arts institution is fully [accredited](#) and recognized among top colleges for its [business](#), [computer science](#), [cybersecurity](#), [dance](#), [engineering](#), [nursing](#), and [teacher education](#) programs. Anderson University was established in 1917 in Anderson, Indiana, by the [Church of God](#).

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.