

Instructional Technology Support Graduate Assistant

Southwest Minnesota State University

Purpose of Position:

This position will provide support for faculty, staff and students at SMSU in the use of technology tools and services used for instructional activities. He or she will participate in the planning, development and implementation of methods, activities and resources to be utilized. Other projects may be assigned by the CIO.

Reports to: CIO

Supervises: Student Workers

Principle Responsibilities, Tasks

1. Provide individualized training and support for faculty, staff and students on the use of various technology-based tools and services used for instructional activities. Examples of such tools and services include Desire 2 Learn (D2L), Office 365, smart classroom equipment, media management tools and institutionally licensed software.
2. Provide group awareness and training activities for faculty, staff and students on the use of various technology-based tools and services used for instructional activities. Examples of such tools and services include Desire 2 Learn (D2L), Office 365, smart classroom equipment, media management tools and institutionally licensed software. This task will involve preparation of materials to be presented.
3. Assist Information Technology Services staff and other University faculty and staff with the development of specialized and/or unique services and tools.
4. Assist Support Services Manager with supervision of student workers as needed.

Salary & Appointment:

Position appointed on an annual basis for August-May. Annual stipend of \$8,000 paid on a bi-weekly basis and a tuition waiver for SMSU graduate classes.

Apply to: Ben Nwachukwu

Application information

Send letter of application, resume, and the names and contact information of one or two professional references.