



University of Houston-Downtown Job Description

Job Title: Assistant Director, Technology Learning Services
FLSA Category: Exempt
Grade: 55
Job Code: 2215

DUTIES

Job Summary: Provides administrative supervision of multimedia services which includes instructional television, mediated production services and multimedia equipment; Assist Learning Technology Services director and IT leadership with overall operation of the TTLC

Duties and Responsibilities:

- Supervises Multimedia/ITV and backup operation support
- Budgets administration, equipment and supply purchasing, billing of clients
- Serves as a liaison with President's office and Communications and Marketing office
- Works with staff to plan and implement media-based projects
- Serves as liaison with other UHD component distance education and IT groups, and coordinates system-wide activities
- Oversees the planning and implementation for all TTLC projects as assigned by the IT Project office

Marginal Functions: All other duties as assigned
Occasional driving or operation of University vehicle

REQUIREMENTS

Education: Baccalaureate degree
Advanced/Master's Degree preferred

Experience: Minimum of five (5) years
Experience working Higher Education preferred
LMS/CMS (i.e. WebCT/Blackboard) experience preferred

Licenses/Certification None required

PHYSICAL DEMANDS

Environmental Conditions

Working conditions

Work is normally performed in a typical interior work environment which does not subject the employee to any unpleasant elements.

Physical Effort

Position is physically comfortable; individual has discretion about walking, standing, etc.

Physical Risk

Work environment involves minimal exposure to physical risks.