

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: TECHNICAL LEARNING SUPPORT SPECIALIST – Part Time
PAY GRADE: C-5
OVERTIME STATUS: NON-EXEMPT

MAJOR RESPONSIBILITY: Provides technical support for applications and training to college staff and faculty as part of the hiring and onboarding process and to staff to improve technical competencies related to their jobs.

At the College of Central Florida, our vision is to be “Your first choice for quality higher education.” We aim to accomplish this by providing a caring and exceptional learning environment that fosters the success of our students and community. Candidates considering becoming part of the CF family must be able to embrace and model this philosophy in their day-to-day responsibilities and demonstrate our standards: professional, responsive, informative, dependable and engaged.

PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or Training: Minimum of one year of college (30 college credits) toward a computer science, education, or related degree required. One year of verifiable work experience with computer systems, programs, and software may be substituted for the college requirement.
2. Years of experience in field: One year of experience in working with various software packages and programs and instructing others in the use and application of software packages required.
3. Special skills or abilities related to position: Must demonstrate good verbal and written communication skills. Must consistently provide efficient and quality assistance for faculty and staff. Must be able to multitask. Ability to learn new methods, procedures, and technologies and instruct in the use of those technologies. Experience required with Microsoft Office products and Adobe Acrobat. Ability to establish good working relationships.

ESSENTIAL JOB FUNCTIONS:

1. Coordinate, publish, and maintain professional development calendar.
2. Maintain records and order awards for employee recognition.
3. Coordinate updates to Office of Professional Development website with IT.
4. Customize and create online tutorials for applications as directed by supervisor.
5. Maintain budget records for professional development center.
6. Research and learn new software applications, to assist and instruct faculty and staff to support college mission.

7. Assist in setting up venue, preparing materials, and monitoring of professional development workshops and activities.
8. Compile data relating to professional development needs and evaluation of activities.
9. May be required to work evenings/weekends.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related marginal duties as required)

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to clearly communicate both orally and in writing on a telephone and on a computer for extended periods of time.
- Routinely requires sitting at a desk and viewing a display screen for extended periods of time.
- Ability to access, input, and retrieve information from a computer or other electronic device.
- Routinely requires moderate (up to 40 pounds) lifting and carrying.
- Routinely requires walking, standing, sitting, kneeling, stooping, reaching up, twisting and bending.

ENVIRONMENTAL CONDITIONS:

- Works inside in office, lab and classroom environment.

ENVIRONMENTAL CONDITIONS (Continued):

- Travels around campus to offices and to other college locations.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

PRIMARY LOCATION OF JOB: Professional Development Center

SUPERVISOR OF POSITION: Manager of Professional Development