Online Training Specialist, Center for Instructional Development and Technology
Southeastern Oklahoma State University’s Center for Instructional Development and Technology (CIDT)

SUMMARY
This position will oversee the development, deployment, and maintenance of online training programs for Southeastern students, faculty, and staff. This position will create content for trainings in multiple formats. This position will assist individuals working through these trainings via walk-in, phone, and email. This person will regularly seek and review feedback to make improvements to training materials. This position will also assist the CIDT department with providing support in areas of instructional design, technical support, SIDE, proctoring, etc.

ESSENTIAL DUTIES AND RESPONSIBILITIES
1. Manage the GOLD Orientation.
   a. This includes GOLD, PILLAR, BOLT, and STORM.
2. Manage online faculty and staff development provided via Blackboard.
   a. This will include new faculty/staff training, certificate programs, and other requested training.
   a. This will include assisting the Learning Center and Administrative Computing to ensure the correct students have access to the course, ensuring security of the tests, updating questions, etc.
4. Create, Deploy, and Maintain Content for trainings.
   a. Ensure Accessibility of Trainings.
   b. This will include written instruction, infographics, video, etc.
5. Serve as backup support for other services rendered by CIDT.
   a. This includes instructional design, tech support, SIDE, proctoring, etc.
6. Other duties as assigned.

ADDITIONAL PERFORMANCE RESPONSIBILITIES (FUNCTIONS, DUTIES)
1. Attendance and Dependability: The employee can be depended upon to report to the assigned duty station at the scheduled time. Employee can be depended upon to complete work in a timely, accurate, and thorough manner and is conscientious, about assignments.
2. Communication and Contact: The employee communicates effectively and professionally both verbally and in writing with superiors, colleagues, and individuals inside and outside of the University.
3. Relationships with Others: The employee works effectively and relates well with others including superiors, colleagues, and individuals inside and outside the University. The employee exhibits a professional manner in dealing with others and works to maintain constructive working environment.
4. Safety: Employee works safely, attends safety training offered/required, and follows appropriate safety rules and regulations. In relation to level of NIMs training completed, participates in incident management preparation and performs incident duties as assigned.

MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIRED:
• Bachelor’s degree
• 1-3 years’ experience working with content inside an LMS
• Strong oral and written communication skills
• Experience developing instructional media

PREFERRED:
• Experience developing course content within the Blackboard LMS
• 1-3 years providing technical or related support
• Portfolio / Demonstration of work/skill, etc.
• Pearson Vue Proctoring Certification
• Experience with Zoom, Respondus, and other distance learning tools
• Experience with Adobe Creative Cloud and/or other media development tools
• Proficiency in using Google Sheets, docs, and forms

Employment is contingent upon the results of a national criminal and sex offender background check. Review of applications begins immediately and the position will remain open until filled. Candidates must be eligible to work in the United States. To apply send an Application for Staff Employment, letter of interest, resume, and unofficial transcripts or e-copies from each institution of higher education attended (If selected, official transcripts from each degree-granting institution will be required upon date of hire) to:

Southeastern Oklahoma State University
Human Resources, Administration Building 309
425 W. University Blvd.
Durant, OK 74701

Email to hr@se.edu. SE participates in E-Verify. www.se.edu

SE is an AA/EEO employer committed to multicultural diversity.

Thanks,

Jennifer Moore
Human Resources, Payroll/Benefits Specialist
Southeastern Oklahoma State University
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Phone: 580-745-2490
Fax: 580-745-7484
http://www.se.edu/

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