



GADSDEN STATE COMMUNITY COLLEGE JOB DESCRIPTION

Valley Street Campus

Created on: 7/9/2025
Revised on: 7/9/2025

Job Title	Salary Schedule	Grade	Job No.
Title III Program Instructional Technology Advisor	C3	0	
Reports To	FLSA Status	Grant Funded	Tenure Track
Title III Director	Non Exempt	Yes	No

JOB SUMMARY: The Title III Program Instructional Technology Advisor supports faculty and students by promoting the effective use of instructional technology. Responsibilities include leading workshops, assisting with curriculum integration, maintaining Title III technology inventory, and supporting grant reporting. This position works closely with the Title III Director and is contingent upon federal grant funding.

QUALIFICATIONS:

- ◆ Bachelor’s Degree in instructional technology, education, or a field related to technology from an approved U.S. Department of Education accredited institution **required**
- ◆ Experience conducting professional development/workshop presentations **required**
- ◆ Demonstrated skills in Windows, Microsoft Office, and online meeting software **required**
- ◆ Demonstrated skills in educational technologies and training **required**
- ◆ Two years of experience in technology or professional development *preferred*
- ◆ Experience working with students of diverse backgrounds *preferred*
- ◆ Excellent oral, written, and interpersonal skills
- ◆ Familiarity with federal programs
- ◆ Sensitivity to the needs of youth, minorities, the disabled, and other persons the project may serve
- ◆ A commitment to the teaching-learning process of the community college and the open-door admission process

DESIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- ◆ Excellent oral, written, and interpersonal skills
- ◆ Familiarity with federal programs
- ◆ Sensitivity to the needs of youth, minorities, the disabled, and other persons the project may serve
- ◆ A commitment to the teaching-learning process of the community college and the open-door admission process

DUTIES:

- ◆ Assists the Title III Director with development of enrichment, training, and activities related to the

students' needs and interests

- ◆ Supports the integration of technology into curricula for enhanced learning
- ◆ Provides technology workshops for students
- ◆ Assists faculty in their effective use of instructional technology
- ◆ Assists faculty in researching available technologies and successful applications of technology
- ◆ Works in collaboration with the Computer Technician; conducts technology needs assessments
- ◆ Promotes accessibility to networked information resources for Valley Street's students, faculty and staff
- ◆ Maintains an inventory and maintenance log of all Title III purchased technology, along with peripheral equipment, and if necessary, arranges outside vendors for the successful and timely repair of equipment
- ◆ Compiles information on all services provided in Part F, Activity I for program reporting
- ◆ Maintains accurate documentation as required by the Title III grant and the U.S. Department of Education
- ◆ Maintains the security and accuracy of program data
- ◆ Develops an effective rapport with students, other employees, and the public
- ◆ Performs other duties as assigned
- ◆ Complies with all policies of the Alabama Community College System and the College

Note: The intent of this description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described below represent those that an employee may encounter and must meet to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions.

Physical Demands:

- ◆ **Mobility:** Primarily sedentary work with occasional standing, walking, bending, and reaching when conducting trainings, moving equipment, or troubleshooting technology
- ◆ **Manual Dexterity:** Regular use of standard office equipment, computers, audiovisual equipment, and instructional technology tools
- ◆ **Lifting:** Ability to lift and carry equipment and materials weighing up to 30 pounds
- ◆ **Communication:** Clear and effective verbal and written communication skills are essential when delivering training, assisting faculty, and documenting program data

Work Environment:

- ◆ **Setting:** The position is based in a typical educational office and classroom environment, with occasional visits to other campus locations for training and support
- ◆ **Travel:** Occasional travel between campuses or to attend professional development events may be required
- ◆ **Schedule:** Standard weekday work hours are expected, with flexibility required to accommodate training sessions or student support activities

- ◆ • Interaction: Regular collaboration with faculty, staff, students, and external vendors to support instructional technology needs

Reviewed by: HR Manager

Employee Name:

Employee Signature

Date