



**SNOW
COLLEGE**

OPEN POSITION:

**Instructional Technology
Specialist**



About Our College

Snow College is a two-year public college. **In January of 2020 The Chronicle of Higher Education ranked Snow College #1 in the nation for student success of two-year colleges.** Located in the heart of Utah, at the foot of the Wasatch Mountains, Snow College is one of the oldest comprehensive two-year college in the Western United States.

The College was established in 1888 and excellence continues to be the hallmark of our work and activities. We are the preferred choice of approximately 6,000 students who want a small college experience filled with a variety of activities, events and performances, to go along with their outstanding academic opportunity.

Snow College offers programs and courses which are highly interactive and are designed to reach a broad spectrum of students: high school students desiring college courses, traditional on-campus students, technical education students, online students, and non-traditional students who wish to start or complete a degree. With campuses located in Ephraim, Richfield, and online, students are able to complete degrees in Associate of Arts, Science or Applied Science or have the option of numerous specialized, short-term technical training certificates and diplomas including a few programs with bachelor's degrees. Snow is committed to the success and positive experience of every one of these students.

Highlights

- Snow College won **2021 Best of State Awards** in the following areas: Higher Education Administrator, College/University Teacher, Educational Advisor, Curriculum Development, and the Best of State Statue award in Education.
- Small class sizes result in students receiving more personal attention and specialized assistance from dedicated professors and advisors.
- Low tuition, housing and fees make Snow College the most affordable and best valued college in Utah.

Mission

Snow College continues a tradition of excellence, encourages a culture of innovation, and cultivates an atmosphere of engagement to advance students in the achievement of their educational goals.

Roles of Snow College

Building upon a tradition and heritage of academic distinction and personalized attention, Snow College fills the following roles:

1. Snow College serves as one of the nation's finest two-year transfer institutions with a focus on liberal arts and sciences, and maintains cooperative relationships with distinguished colleges and universities.
2. Snow College enhances the economic development of Central Utah through partnering with business, industry, government, and community to provide high-demand professional, career, and applied technology education.
3. Snow College enriches the educational, cultural, and recreational life of Central Utah through community and continuing education opportunities, cultural and athletic events, and community outreach services.
4. Snow College is dedicated to helping individual students achieve their academic goals through a caring, personalized learning environment, providing comprehensive student success services, library and learning resources, and targeted supplemental and developmental education programs.
5. Snow College focuses on developing the whole student and encourages student involvement in a wide variety of co-curricular activities, service organizations, service learning opportunities, academic and special interest clubs, athletics, and student leadership opportunities.
6. Snow College welcomes all who will gain from or contribute to its educational and student-centered environment including individuals with diverse backgrounds and perspectives.
7. Snow College partners with higher education institutions which offer baccalaureate and graduate programs in select disciplines for the citizens of Central Utah.



The Job

Qualifications:

- Associate's degree required; Bachelor's degree preferred.
- Familiar with Canvas LMS or other similar system.
- Able to help faculty create digital learning materials that align with course outcomes and objectives, including presentations, documents, and PDFs.
- Able to design/create Canvas pages, quizzes, assignments, and discussion boards.
- Familiar with Competency-based Education.
- Able to help faculty consider and create appropriate competency-based assessments.
- Basic knowledge of Adobe Creative Cloud products, including Photoshop and Premiere.
- Strong knowledge of computers, scanners, and internet searches
- Strong knowledge of word processing, spreadsheet, and presentation software packages.
- Knowledge of both Mac and PC operating systems.
- Ability to manage teaching technology supplies, such as cameras, projectors, web camera, DVD players, etc.
- Ability to communicate with proper English, including proper grammar and syntax.
- Knowledge of general office practices and procedures.
- Knowledge of telephone etiquette.
- Ability to communicate effectively (both orally and in writing), to take accurate messages, and keep detailed records.
- Ability to exercise important human relations skills in establishing and maintaining effective working relations with the college or university community (including upset, irate and/or abusive persons on the telephone or in person).
- Ability to work independently with little/no supervision.
- Ability to make sound decisions independent of supervisor.
- Ability to maintain a good rapport with students and instructors.

Duties:

- Assist faculty with educational technology issues, such as creating content in Canvas, creating digital learning materials, and providing tools for content creation.
- Assist students with Canvas-related questions, such as how to access courses and how to navigate to find content.
- Help Competency-based Education faculty create evaluation methods, such as rubrics and quizzes in Canvas.
- Help faculty and staff put content in Canvas pages, assignments, discussions, and quizzes.
- Help Concurrent Enrollment instructors with Canvas related questions and issues, including enrollment of observers.
- Assist in coordinating online and competency-based courses in Canvas, including rolling over materials from semester to semester and helping faculty maintain accurate enrollments.
- Assist faculty and students in trouble-shooting problems that occur within online and competency-based courses.
- Be a contact point for exam proctoring software related questions.
- Create Canvas and Canvas-related user guides for students and faculty.
- Host open CBE Technologist drop-in hours for help with CBE content creation on both Richfield and Ephraim campuses.
- Help faculty with word processing, spreadsheet creation, and presentations as it relates to teaching and course management.
- Help faculty create or convert video and audio media for teaching purposes.
- Help maintain the Teaching and Learning Center inventory.
- Help organize enrollments in professional development courses
- Represents Snow College TLC at meetings, as requested.
- Sit on committees and record minutes, as requested.
- Assist in supervising student workers, as needed.

- Handle email correspondence from the tlc@snow.edu email.
- Serve as the office point of contact for general inquiries.
- Performs the routine administrative tasks related to the TLC operation under the direction of the Director of Teaching and Learning Center.
- Maintains stock of office supplies, including monitoring inventory and reordering as required.
- Operate various office machines.
- Other duties as assigned.

Additional Information:

This is a temporary full-time position (20 months).

Diversity & Inclusion

The Snow College administration, faculty, staff, and students, affirm our commitment to diversity and inclusion, and consider them essential elements of a vibrant learning community and integral to our institutional mission. We are determined to foster an environment of inclusion, diversity, openness, and respect for the many differences that will enrich the Snow College community, including race, ethnicity, religion, gender, age, socioeconomic status, national origin, language, sexual orientation, and disability.

Snow College:

- Encourages and welcomes respectful dialogue and exploration of diverse ideas, topics, perspectives, and issues to enrich our campus community.
- Promotes equitable access to all in academics, leadership opportunities, and employment.
- Enhances opportunities by encouraging all to share their cultural experiences and identities, allowing others to learn from this exchange.
- Invites applicants and employees from all backgrounds to foster respect, understanding, awareness, pluralism, and cooperation in an increasingly complex, diverse, global society.

Strategic Plan

This position is an important part of the College's **Strategic Plan**.

Living & Working in Sanpete County

Sanpete County: Manti-La Sal National Forest, Maple Canyon, museums, plays and other productions at the Eccles Center for Performing Arts, and more on the **Sanpete County Website**.



THANK YOU!

Thank you for your interest in Snow College!

Please apply at <https://www.schooljobs.com/careers/snowcollege>.

This position will remain open until filled.

If you have any questions regarding this position, please contact the HR Recruiting Specialist at jobs@snow.edu or hr@snow.edu.

