Job Title: Lecture Capture Coordinator

Job ID: 504256

Full/Part Time: Full Time

Regular/Temporary: Regular

Job Code: 0420 Info Tech Consultant

Job Grade: Foundation

Salary From: $3,470  Salary To: $4025  If applicable

Department: IT Academic Technology

Major Duties

Under general direction of the Director, Instructional Technology the Lecture Capture Coordinator supports the faculty in all aspects of synchronous and asynchronous lecture delivery and recording. This incumbent supports academic technology integration and innovation for the university, working in partnership with other teams.

- Provides technical support to faculty with technology integrations into the curriculum and innovates new ways to improve the efficiency and effectiveness of instructional delivery
- Creates and provides training materials and experiences face to face and online for faculty.
- Provides user consultation, training and assistance on a variety of instructional, multi-media and emerging technologies.
- Performs other duties as assigned.

Qualifications

- Equivalent to graduation from an accredited four-year college or university in a job-related field. Certification training and applied experience may be substituted for the required education, on a year-for-year basis.
- Equivalent to six months of full-time computing experience which includes knowledge of relevant hardware, software, maintenance, and user support.
- Experience with instructional design, educational technology and learning management systems is preferred.
- Experience working in a higher education setting is a plus.

Knowledge, Skills, & Abilities

- General working knowledge of common software application packages, equipment platforms, reference database systems and sources, and training methods and a basic understanding of networks, data communication, and multimedia systems. Functional knowledge of Canvas, Zoom and other synchronous conferencing technology, desirable.
Proficiency in creating user documentation and maintaining a knowledge base of technical information - both in written and multimedia formats. Experience creating graphics and multimedia content using Microsoft and Adobe software applications.

Ability and specialized skills to: recognize technology problems and offer reasonable solutions; solve common problems or problems which have precedent solutions; organize projects and work within timeframes and deadlines.

Exceptional verbal and written communications skills; ability to effectively present ideas, explain problems, and recommend solutions orally and in writing; actively participate as a team member by meeting assigned deadlines, listening to ideas of others, and acting on expressed needs; and establish and maintain cooperative working relationships with students, faculty, staff, and administration.

Pay, Benefits, & Work Schedule

The university offers an excellent benefits package, including but not limited to; medical, dental, vision, retirement & savings, tuition waiver and more.

The salary range for this classification is: $3,470 - $6,681 per month.

The anticipated HIRING RANGE: $3,470 - $4,025 dependent upon qualifications and experience.

HOURS: Full-Time; 40 hours per week; Monday through Friday; may include evening and weekends.

REG: This is a Regular position with a one-year probationary period.

General Information

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

How to Apply

Candidates should apply by completing the CSUN on-line application utilizing http://bit.ly/HR_CSUN link and must attach a cover letter that addresses the qualifications above and a current resume, including names of three professional references. NOTE: Internal candidates should apply through the portal by accessing the View Job Openings/Apply link on the Human Resources/Employee pagelet.

Initial review begins September 15, 2021 and will be considered in the initial review and review will continue until position is filled.

For more detailed information on the application and hiring process, please view the link below: http://www.csun.edu/careers/

Equal Employment Opportunity

California State University, Northridge is an Affirmative Action/Equal Opportunity Employer. We consider applicants for employment without regard to race, color, religion, national origin, age, gender, gender identity/expression, sexual orientation, genetic information, medical condition, marital status, veteran status, or disability. Reasonable accommodations will be provided for applicants with disabilities who self-disclose by contacting Recruitment Services.