



Job Title: Lecture Capture Coordinator
Job ID: 530775
Full/Part Time: Full Time
Regular/Temporary: Regular
Job Code: 0420 Info Tech Consultant / I
Job Grade: Non-Exempt
Salary From: \$3,713 **Salary To:** \$4,600 If applicable
Department: Academic Technology

Major Duties

Under general supervision 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 and provides user consultation, training and assistance on a variety of instructional, multi-media, and emerging technologies.
- Improves student engagement, student achievement, and digital literacy skills by facilitating faculty professional growth and development on the selection and integration of appropriate technologies for their discipline and learning objectives
- Performs other duties as assigned.

Qualifications

- Equivalent to graduation from an accredited four-year college or university.
- 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.

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 Zoom and other synchronous conferencing technology, desirable.
- 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; effectively present ideas, explain problems, and recommend solutions orally and in writing.
- Ability to 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: \$3,713 - \$7,149 per month.

The anticipated HIRING RANGE: \$3,713 - \$4,600 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.

The position is currently hybrid (_3_ days in office, _2_ days remote); however, this is subject to change based on student and/or operational needs.

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 August 29, 2023 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.

(8/18/23)