Instructional Assistant

Posting Details

Job Title: Instructional Assistant
Requisition Number: RE04358
Working Title: Assistant to the Director of Research and Instructional Technology
Department Name: 8M200:Communication
Work Location: Lexington
Grade Level: 39
Salary Range: $12.41-19.24/hour
Type of Position: Staff
Position Time Status: Full-Time
Required Education: AA
Click here for more information about equivalencies: [http://www.uky.edu/hr/employment/working-uk/equivalencies](http://www.uky.edu/hr/employment/working-uk/equivalencies)
Required Related Experience: 0

Physical Requirements: Sitting for extended periods of time. Occasionally lifting objects up to 25 lbs.
Shift: Monday – Friday; 9:00am-5:00pm

Job Summary: The Department of Communication’s Office of Research and Instructional Technology (COM-RIT), located in the Grehan-Journalism Building, is seeking applicants for an “Instructional Technology Assistant” position for immediate hire.

RESPONSIBILITIES:
• Provide administrative support to Information Technology Manager I.
• Provide instructional/classroom technology support.
• Provide technical assistance to faculty, staff, and graduate assistants
• Design department promotional materials.
• Design and process all electronic mailings.
• Respond to correspondence related to student research subject pool.
• Update department website and digital signage content
• Assist with orientation of new instructors and assistants.
• Assist faculty with their workstations and presentation needs.
• Participate in administering assessments and managing instructor data.
• Schedule recording of class lectures and assist instructors with retrieval.
• Assist with meeting, event and conference planning.
• Process purchases of new equipment and software.
• Maintain/update databases and files.
• Assist in maintaining equipment inventory – includes ordering, tagging, surplussing and reporting of equipment.
• Assist in coordinating research events and conferences by scheduling facilities and providing technical assistance.

WHAT WE DO:
COM-RIT provides technical support and development for faculty research projects, most of which are related to media studies, risk and crisis communication, and health communication. Current projects include:
• Development and maintenance of a streamable television archive, searchable by transcripts, and delivered via the web.
• Creation of multi-lingual audio-assisted mobile surveys for data collection in Eastern Kentucky, SE Asia, and Africa to assess behaviors and attitudes related to risky decision-making.
• Analysis of subject response to media content by measuring heart-rate and skin-conductance, and along with a handheld self-interview.
• Development of web-data applications to support instructional and administrative efforts of department.
• Creation of multi-media materials (newsletters, digital signage, web sites, videos) to inform students and promote the department's image.
• Supports instructional technology in 5 technology-enhanced classrooms and participates in administering assessments and managing data.
Historically, COM-RIT team alumni have gained the practical experience needed to help secure positions in well-known organizations.

Skills / Knowledge / Abilities
Microsoft Office, Adobe Creative Suite or equivalent, Web content management system (Wordpress, Drupal, or equivalent.)
Skills and experience are important, but interest, eagerness to learn, quality of character, and sense of humor are equally valued. Simply put, we work hard and laugh a lot.

Does this position have supervisory responsibilities?
No

Preferred Education/Experience
Bachelor’s Degree and Experience in some of the following areas is preferred:
• Desktop hardware/software support (Windows and Mac OS)
• Databases – experience with any of the following: MS Access, MySQL, FileMaker Pro
• Web site management – experience with a web content management system (Wordpress, Drupal, Joomla, etc.)
• Audio/video production – experience with some digital media editing softwares (Final Cut, Premier, Audacity, ProTools, etc)
• Graphic design – experience with Adobe Creative Suite or equivalent
• Learning Management – exposure to some of the following: Blackboard, Canvas, Echo 360, SONA

Deadline to Apply
08/23/2015

Pre-Employment Information
The University of Kentucky is a Tobacco & Drug Free campus. Any candidate offered this position may be required to pass pre-employment screenings as mandated by University of Kentucky Human Resources. These screenings may include a national background check and/or drug screen.

Posting Specific Questions

Required fields are indicated with an asterisk (*).

1. * Please indicate your paid employment experience working with computer systems.
   - None
   - More than 0, up through 1 year