

# SOUTHERN ARKANSAS UNIVERSITY TECH

## Position Vacancy Notice

**POSITION TITLE:** Technical Assistant/Administrative Specialist III

**DATE POSITION AVAILABLE:** February 1, 2018

**APPLICATION DEADLINE:** Applications will be accepted until position is filled.  
Deadline for first consideration is January 19, 2018.

### **JOB DESCRIPTION:**

The Technical Assistant/Administrative Specialist III is responsible to the Instructional Designer. This is a full-time 12-month position. This position is governed by state and federal laws and agency/institution policy.

Specifically, the job assignment includes but not limited to:

- Assist in the construction and/or conversion of courses to Brightspace.
- Provide technical support for students.
- Make beginning of semester modifications to online courses as well as modifications as needed throughout the semester.
- Develop or modify the format of instructional materials using Brightspace, MS PowerPoint, Respondus, StudyMate, MS Word, MS Excel, Soft Chalk Lesson Builder and other courseware packages.
- Train and provide technical assistance to students and faculty in the use of the College's LMS.
- Notify new online students of login instructions.
- Maintain LMS user database and manage courses in LMS.
- Provide exam proctors and students information for proctored exams.
- Assist in setting up training sessions and meeting.
- Performs related responsibilities as required or assigned.

### **KNOWLEDGE, ABILITIES AND SKILLS:**

Knowledge of the principles and practices of mathematics and statistics.  
Knowledge of research and analysis techniques and methods.  
Knowledge of work-related subject area.  
Knowledge of computers and software applications.  
Ability to prepare, present, and review oral and written information and reports.  
Ability to develop, recommend, interpret, and apply policies and procedures.  
Ability to analyze financial records and prepare reports.  
Ability to plan, organize, and direct the work of others.

### **MINIM QUALIFICATIONS:**

The formal education equivalent of a high school diploma; plus one year of specialized training in business management, business education, or related field; plus three years of experience in specialized or a related field applicable to work performed.

**SALARY:** \$25,268

**DATE OF NOTICE:** January 3, 2018

**APPLICATION PROCEDURE:** Applications are available at: [www.sautech.edu](http://www.sautech.edu)

**INQUIRIES MAY BE MADE TO:** SAU Tech Human Resources Office  
(870) 574-4481  
[humanres@sautech.edu](mailto:humanres@sautech.edu)



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