

## Technical Support Specialist Full-Time Brazosport College

Direct Link: <https://www.AcademicKeys.com/r?job=249804>

Downloaded On: Feb. 15, 2025 1:41am

Posted Dec. 2, 2024, set to expire Mar. 25, 2025

<b>Job Title</b>	Technical Support Specialist Full-Time
<b>Department</b>	Administrative/Staff
<b>Institution</b>	Brazosport College Lake Jackson, Texas
<b>Date Posted</b>	Dec. 2, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Information Technology Educational Services
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**Job Description**

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**Technical Support Specialist Full-Time**

**Posting Number:** 70917

**Position Type:** Administrative/Staff

**FTE:** Full-time

**Department:** Instructional Excellence

**Job Summary/Basic Function:**

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This position reports to the Director of the Center for Instructional Excellence and has the following duties and responsibilities:

- Assists in: technical training, reviewing curriculum and online course materials;
- Assists in development of web-based materials, development of plans for the institutionalization of new practices and improvements as part of regular college programs;
- Assists in delivering assistance and academic services training on web-based support and online communication tools;
- Performs other duties of a similar nature or level as assigned.

### **Minimum Qualifications:**

The minimum qualifications for this position are:

- Minimum of an associate's degree with a focus on educational technology and/or faculty/student instructional services from a regionally accredited college;
- Minimum of three (3) years of related work experience;
- Expertise in providing technical training and assistance to faculty and staff in various aspects of distance learning;
- Experience with web-site development;
- Knowledge of Learning Management System software such as Desire2Learn;
- Knowledge of online instructional best practices and active learning strategies;
- Ability to work cooperatively with faculty and staff;
- Excellent oral and written communication skills, interpersonal, and organizational skills;
- Ability to work in a team;
- Other qualities, experiences, and skills that enhance one's value to the institution;
- Exceptional employment experiences or educational qualifications may be given special consideration.

### **Desirable Qualifications:**

A Bachelor's degree with a focus on educational technology and/or faculty/student instructional services from a regionally accredited college.

### **Physical Demands:**

Able to traverse campus, handling, lifting, fine dexterity, vision, hearing, talking, foot control.

**Posting Date:** 11/25/2024

**Closing Date:**



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**Open Until Filled:** Yes

**First Pool Date:** 12/05/2024

**Special Instructions to Applicants:**

To apply, visit <https://employment.brazosport.edu/postings/4540>

### Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

#### Contact

Administrative/Staff  
Brazosport College

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