



Southeast New Mexico College
1500 University Drive
Carlsbad, NM 88220
(575) 234-9200, Fax: (575) 885-4951

Classroom Media Technologist Job Description

Required: A Bachelor's degree in education, information technology, or a related field **OR** An associate degree with two years of professional experience directly related to the standard duties as outlined; to include: Knowledge of Microsoft Office 365 and experience using a Learning Management System, preferably Canvas. Experience developing training material and providing training in-person and virtual. Experience working in Higher Education. Experience designing and producing promotional material for a student audience. Well-versed in audiovisual equipment, including video cameras, classroom peripherals, video processing, and rendering

Equivalency: Any equivalent combination of education, training and/or experience as approved by Human Resources Department.

FLSA Status: Exempt

Level: nine (9)

Salary: \$50,439.41 - \$56,744.59 annually DOE

Background:

Southeast New Mexico College (formerly New Mexico State University Carlsbad) was formed by House Bill 212 in April 2021. HB212 made Southeast New Mexico College an independent college accredited by the Higher Learning Commission. SENMC is a diverse and community-centered institution dedicated to excellence and student success through transformative discovery.

Purpose and Scope:

The Classroom Media Technologist will be the Point of Contact (POC) for academic technology support to students, faculty & staff. Under the general supervision of the Learning Technology Director, the Classroom Media Technologist develops training to increase student knowledge of the SENMC teaching and learning technologies with an emphasis on LMS-Canvas, Microsoft Applications, conference tools, and assistance with technology commonly used in the classroom. Develops an academic technology support hub for SENMC students and provides other information to students, faculty, and the general public.

Duties and Responsibilities:

- Greets and refers individuals to the appropriate Southeast New Mexico College (SENMC) resources; and explains and interprets SENMC information by telephone, in person, and virtual.
- Develop and provide training with Canvas, virtual conference tools, file management, and Microsoft Office application basics.

- Knowledge of computer hardware, software applications, and technologies available for instructional settings. Assist with technology commonly used in the classroom.
- Coordinates activities to help students familiarize themselves with the technology utilized in the courses and help them to become efficient learners.
- Performs word processing tasks, which include correspondence, forms, tables, labels, flyers, posters, and other office documents. Performs general office duties, which include data entry and retrieval, manual and electronic processing, answering telephones, and other clerical duties.
- Provides backup coverage for other office staff when needed it.

Knowledge, Skills, and Abilities:

- Outstanding interpersonal and community relations skills and the ability to communicate and work effectively within a diverse community. Program planning and implementation skills.
- Ability to communicate effectively, both orally and in writing, and interact at all levels in a college setting.
- Ability to create, compose, and edit written materials. Ability to develop and deliver presentations.
- Ability to foster a cooperative work environment.
- Ability to perform complex tasks and prioritize multiple projects.
- Ability to use independent judgment and manage and impart information to clientele and media sources.

Affirmative Action Statement:

SENMC is an Equal Opportunity/Affirmative Action employer dedicated to excellence through diversity and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, marital status, military or veteran status, sexual orientation, genetic information or any other protected characteristic under applicable law.

Work Environment and Physical Demand:

- Reach and grasp objects
- Stoop, bend, kneel, crouch, or crawl
- Use of video display terminal
- Use of manual dexterity and fine motor skills
- Communicate information orally and in writing
- Receive and understand information through oral and written communication
- Proofread and check documents for accuracy
- Work a fluctuating work schedule

Performing the essential functions of this position requires the use of a computer throughout most of the workday, the ability to navigate a typical office environment, significant amounts of interpersonal interaction including oral and written communication, and the ability to keep track of multiple tasks, projects, deadlines, information sources and business processes. This job

description is intended to be generic in nature and describe the essential functions of the job. It is not an exhaustive list of all duties and responsibilities. The essential duties, functions and responsibilities, and overtime eligibility may vary based on the specific tasks assigned to the position.

Acceptance:

By my signature below, I certify that I have read my job description, understand my assigned duties and was provided a copy of this job description.

I understand that neither the SENMC Board of Trustees nor Executive Management of SENMC can guarantee my employment; SENMC can change compensation, benefits, and conditions of my employment at any time and at its full and sole discretion to meet business needs of SENMC. I also certify that I can perform the essential functions of this job description either with or without a reasonable accommodation. I further acknowledge that this job description does not constitute a written or implied contract of employment with SENMC. I further understand that the foregoing job description is not all-inclusive of the duties to which I may be assigned. In order to meet business needs, ensure maximum flexibility and efficiency, and to encourage cross training, I acknowledge that I may be assigned additional duties as are deemed necessary or desirable by SENMC.

Accepted and Agreed by:

Employee

Signature: _____ Date: _____

Printed Employee Name: _____

Witnessed by:

Supervisor

Or HR Signature: _____ Date: _____

Printed Supervisor or HR Name: _____

Job Title: _____