POSITION OPENING

POSITION: Technology Coordinator
Part-Time / Non-Benefited / Hourly / Non-Exempt
RECRUITMENT ID: 810
COMPENSATION: $23.15 - $25.46 per hour
BENEFITS: 24 hours sick time/year
SCHEDULE: 25 hours per week. Hours/week vary based on business needs. OLLI is closed Thanksgiving week, winter break in December, and spring break.
LOCATION: Regional and Continuing Education (RCE) - Osher Lifelong Learning Institute (OLLI); Onsite work required.
Candidate must be a California resident at the start of the position

ESSENTIAL JOB FUNCTIONS: The Technology Coordinator for the Osher Lifelong Learning Institute (OLLI) provides project management for various OLLI processes and activities, including online course and membership registration, and assists in integrating technology in the existing instructional curriculum and in all programmatic areas using technology. The Technology Coordinator handles key technical aspects of the OLLI program at the office and in our primary classrooms, including but not limited to the following: supporting online classes via Zoom; training OLLI staff and volunteers on use of audio-visual equipment and Zoom; troubleshooting PC issues; creating and formatting Microsoft documents and spreadsheets; and maintaining working knowledge of system functional requirements.

- Responsible for facilitating the effective use of technology to support learner engagement
- Supports OLLI staff in delivering learning content online and in person
- May work alternate hours to accommodate RCE and OLLI meetings and special events
- Provide leadership and technical expertise to staff in the planning, implementation, and evaluation of effective instructional technology throughout the OLLI program
- Manage the educational management system (CampusCE) for OLLI, including interfacing with vendor, system updates, and staff and member training
- Oversee registration process with defined procedures, including paper registration, class scheduling, waitlist management, and facility scheduling
- Assist in the development of policies and procedures regarding technology issues
- Compile, maintain, and file all physical and computerized reports, records, and other documents required
- Collaborate with campus ITSS to effectively utilize available campus technology resources and effectively support compliance with campus technology and security requirements
- Develop training options and improvement plans for technology to ensure best operation of programs
- Maintain OLLI database and Box directory
- Liaison with classroom technology team
- Coach instructors in expert use of instructional technology resources
- Support instructors around digital citizenship, digital media, and the responsible use of technology
- Provide regular updates to Program Director
- Consistently keeps commitments. Notifies supervisor if a deadline cannot be met by describing what measures can be taken to correct the situations
- Is fiscally responsible with the organization’s equipment, property, and funds
- Proactively evaluates business processes and recommends/implements process improvements and plans for action to enhance organizational effectiveness
- Adheres to the highest level of professionalism by demonstrating honesty, integrity, and reliability. Encourages others to act in this professional manner
- Shows initiative and thinks comprehensively about the role of this position in achieving RCE’s mission to develop and deliver innovative educational programs and services

DISCLOSURE OF CAMPUS CRIME STATISTICS
CSU, Chico's Annual Security Report includes summaries of institutional policy relating to campus safety, drug and alcohol use, sexual assault, and other matters. The report is published in compliance with the Clery Act and includes three years of certain crime statistics that occurred in Clery Act defined geography. A paper copy of the report may be requested in person at CSU, Chico Police Department or by calling (530) 898-5555. It is also available on the web at 2019 Annual Security Report.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER
Chico State Enterprises is an Equal Opportunity Employer and does not discriminate against persons on the basis of race, religion, color, ancestry, age, disability, gender, sexual orientation, covered veteran status, or any other protected status. It is the Enterprises' policy to hire only United States citizens and aliens lawfully authorized to work in the United States. All new employees must provide proof of identity and authorization to work. Prospective applicants with a disability may request and receive reasonable accommodation during the application and selection process.
• Demonstrates a commitment to lifelong learning and professional development
• Strives to exceed stakeholder expectations through excellent customer service and responsiveness to faculty, staff, students, and program partners
• Acknowledges, respects, and values each individual
• Applies the highest standard of excellence to the delivery of service to students and the academic community
• Demonstrates an open, participatory, team-oriented style; works cooperatively toward the achievement of RCE’s mission and goals; and demonstrates flexibility and adaptability regarding changes
• Represents the Chico State Enterprises, CSU, Chico, and Regional & Continuing Education (RCE) promoting a positive public image
• Adheres to established work hours including starting time and lunch and rest breaks. Provides appropriate planning and notices for all absences
• Maintains knowledge and skills at a level necessary to perform work
• Other functions may be assigned as deemed necessary

EMPLOYMENT STANDARDS:

Foundation knowledge and skills of common software applications packages, equipment platforms, reference database systems and sources, training methods, and a basic understanding of networks, data communication, and multimedia systems.

Required:
• Experience using technology to deliver learning content simultaneously online and in person
• Experience with Zoom video teleconferencing
• Ability to effectively support OLLI instructors through technology training and troubleshooting
• Ability to effectively support OLLI members/learners in accessing OLLI learning content
• Demonstrated proficiency in Microsoft Office tools (Word, Excel, Outlook, PowerPoint)
• Demonstrated ability to establish and maintain cooperative working relationships effectively with racial, ethnic, linguistic, disability, and socioeconomic groups

Preferred:
• Bachelor’s degree preferred, with emphasis in business administration and/or management
• Experience coordinating technology to deliver learning content simultaneously online and in person
• Experience in technology vendor coordination, technology assessment and recommendations

Required Work Clearances:
• Candidate must be in possession of valid driver’s license and automobile liability insurance
• Satisfactory completion of a background check (including a criminal records check) is required for employment. Chico State Enterprises will make a conditional offer of employment, which may be rescinded if the background check reveals disqualifying information, and/or it is discovered that the candidate knowingly withheld or falsified information. Failure to satisfactorily complete the background check may affect the continued employment of a current Chico State Enterprises employee who was conditionally offered the position.
• CSE is collecting information from current employees and new hires in process to comply with this CSU system policy. Job candidates who receive a contingent offer of employment will be required to complete a self-certification process prior to receiving a final offer of employment. A candidate will be asked to certify whether they are fully vaccinated, are in the process of becoming fully vaccinated, will request a medical or religious exemption, or do not plan to access any campus/CSE facilities or participate in any in-person work. Questions regarding this process should be directed to the CSE HR team at csehr@csuchico.edu.

HOW TO APPLY:
To be considered, submit the following documents by January 18, 2022. Documents submitted after this date will not be considered.
• Resume

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Prospective applicants with a disability may request and receive reasonable accommodation during the application and selection process.
Paper applications will not be accepted; however, Chico State Enterprises is an Equal Opportunity Employer and is happy to provide reasonable accommodations to applicants at any step of the application process. If you need assistance in this regard, or are having technical difficulties, please contact the Human Resources office at 530-898-6811 or csejobs@csuchico.edu prior to 5:00 pm on the document deadline date. The employer is Chico State Enterprises, a non-profit corporation serving as an auxiliary organization of California State University, Chico. Employment is considered to be at-will.

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