



### **Educational Technology Integration Lead Project Specialist**

Department: **The Research Institute at Western Oregon University, Center on Deaf-Blindness, National Center on Deaf-Blindness (NCDB)**  
Salary Range: **\$55,000-\$75,000 plus an excellent benefit package; salary negotiable dependent upon qualifications and experience [significant experience could lead to increase in offering]**  
Recruitment #: **TRI-309**  
Review Date: **Review starts upon receipt of application packet through June 30, 2015; open until filled**

The Research Institute (TRI) at Western Oregon University (WOU) is seeking a full-time, 12-month fixed term Project Specialist for the National Center on Deaf-Blindness (NCDB). The appointment is renewed through an annual Notice of Appointment, dependent upon satisfactory job performance and/or continued funding.

Understanding of Deaf-Blind content is not a pre-requisite to this Project Specialist position. This position does have the opportunity for participation in national partnerships for research, presentation and publication.

#### **JOB DESCRIPTION AND RESPONSIBILITIES:**

This Project Specialist will serve as a Lead Specialist in intra-organizational digital strategies development, integrating technology and technology applications (Learning Management System or CMS) into NCDB's national work. This Specialist will serve as a member of the NCDB Technology Support Team to provide education, training, and technical support for technology applications used by NCDB staff and its partner organizations, including technology and production supports for NCDB's digital products. This person will also be responsible for recommending hardware and software acquisitions and renewals. This position applies communication, relationship building, problem solving skills, and knowledge of best practices in community engagement and support.

#### **Responsibilities may include, but are not limited to:**

- Lead in the design of NCDB's digital strategies and development of products, assets and deliverables for the web and mobile devices
- Coordinate the design and delivery of an overall user support system for the project's digital products and strategies
- Integrate user feedback and analytics data, implementing changes that create greater user success
- Lead NCDB's professional development in digital strategies (hardware and software use) for internal staff and distance field staff (building internal capacity)
- Provide both training and support to users at a distance (partner organizations) in the basics of LMS and digital content creation

- Participate, as part of NCDB's Web Development Team and Technology Infrastructure Team, to develop supportive tools and materials for a network of state project personnel to support national technical assistance

## **QUALIFICATIONS:**

### **Minimum Qualifications**

- Masters degree: Educational Technology or Instructional Design or Technical Communication or similar degrees
- Experience providing support to colleagues' and partners' uses of technology (both hardware and software)
- Experience using online technology to provide support and training
- Experience with website testing and user support
- Experience working in adult education, professional development, or in-service training activities
- Ability to effectively communicate and interact with a team and with partners
- Demonstration of strong oral and written communication skills
- Strong organizational skills, attention to detail, ability to manage a variety of tasks
- Familiarity with and/or administrative management of LMS or CMS

### **Preferred Qualifications**

- 3 years experience in educational technology or instructional design or technical communication
- Experience in technology training or consulting
- Understanding of principles of graphic design
- Familiarity with HTML and CSS
- Understanding of web usage analytics
- Familiarity with Section 508 accessibility standards and addressing these standards with various tools (Adobe PDFs, video captioning, video description, etc)

## **ABOUT THE ORGANIZATION:**

TRI is a unique organization whose mission is to inform and facilitate change in educational and human service systems. The Institute is located in historic Todd Hall at Western Oregon University enrolling over 6,000 students. The 157-acre campus is located in Monmouth, 20 minutes from the state capital of Salem in the heart of the Willamette Valley. It is less than an hour drive to either the coast or the mountains and 70 miles southwest of Portland.

The National Center on Deaf-Blindness (NCDB) is part of the U.S. Department of Education's Office of Special Education Programs national technical assistance and dissemination (TA&D) network. NCDB works collaboratively with State and Multi-State Deaf-Blind Projects, families, a variety of federal, state and local agencies, as well as colleges and universities across the country to provide technical assistance, information services, and professional development to improve the quality of life for children who are deaf-blind and their families. NCDB brings together the resources of three agencies, each with a long history of expertise in the field of deaf-blindness: [The Research Institute](#),

the [Helen Keller National Center](#) (HKNC), and [Perkins](#). The National Center on Deaf-Blindness, and its four predecessors, has been housed at TRI since 1986.

As per the goals and objectives of the NCDB grant, this Project Specialist participates in the array of NCDB's national technical assistance (TA) activities. NCDB works within the National Deaf-Blind TA Network, comprised of NCDB and 48 State and Multi-State Deaf-Blind Projects. NCDB, and its funding agency, the U.S. Department of Education, view the National Deaf-Blind TA Network as a singular network of projects as opposed to a group of separately funded projects. This view requires application of strategies that support and cultivate a prosperous and thriving network. In support of this, Project Specialist applicants should:

- Demonstrate proficiency in the use of online communication methods and digital media to establish and develop relationships
- Demonstrate the ability to create and manage electronic content designed for information dissemination, professional development, and training
- Demonstrate an interest in exploring new ways to develop and deliver digital content

#### **TO APPLY:**

Screening and review of applications will begin upon receipt and continue until June 30, 2015. Anticipated start date is as soon as possible (with flexibility depending on successful candidate's availability).

The following is required and must be submitted before your application will be eligible for review:

- 1) A cover letter expressing your interest, qualifications for the position, and anticipated date of availability
- 2) A Western Oregon University employment application (available at [www.wou.edu/prostaffapp](http://www.wou.edu/prostaffapp))
- 3) A complete Vita, including a list of software and hardware skills and competency levels
- 4) Three letters of reference from current employers, professors, or associates who can speak to your successful performance related to the aforementioned qualifications
- 5) Complete contact information for three additional references other than those supplying letters
- 6) Links to professional portfolio or completed materials (particularly multi-media artifacts)

This job announcement is also available to download at: <http://www.triwou.org>

Submit documents to: **TRI-309, NCDB Lead Project Specialist –Technology, Attn: Cindi Mafit, The Research Institute** at Western Oregon University, 345 N. Monmouth Avenue, Monmouth, OR 97361; or you may e-mail as an attached document to [mafite@wou.edu](mailto:mafite@wou.edu) or fax: 503-838-8150.

For further information about the National Center on Deaf-Blindness (NCDB), go to: [www.nationaldb.org](http://www.nationaldb.org)

**Western Oregon University is an equal opportunity employer  
committed to increasing the diversity of its workforce.**