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| **Position Information** |
| |  |  | | --- | --- | | Requisition Number | 100844 | | Job Title | Academic Professional I | | Position Number | 00008015 | | Department | Rehab Social Wrk Addictions | | Location | Denton | | Is this an internal posting only? | No | | Work Schedule | Mon-Fri, 8am-5pm | | Department Overview | The Department of Rehabilitation, Social Work and Addictions is an applied social science and professional training program in UNT's College of Public Affairs and Community Service. As its name implies, programs share a common commitment to bringing academic knowledge to bear on public issues and problems through research, education and service activities in the public, private and not-for-profit sectors. | | Job Description | Provides assistance and training to clients of the project staff with instructional design for electronic course delivery. Plays an active role in the production process by working closely with the production team to ensure timely product delivery. Provides project staff and participant support for web course management software.   Job duties include:  \* Analyze project needs and identify potentially useful applications.  \* Recommend appropriate delivery medium that will suit the needs for effective course delivery.  \* Monitors progress of course production.  \* Work out a systematic process with project staff for content delivery to the Center.  \* Performs routine administrative tasks such as reformatting and/or editing courses, sections, and course templates.  \* Assists project staff in learning management software and usage.  \* Trains and supervises student assistants who provide WebCT/Vista Staff support. | | Minimum Qualifications | Bachelor's Degree in related field and three years of related experience; or any equivalent combination of experience, education, and training. | | Preferred Qualifications |  | | Special Instructions to Applicants |  | | Is this a security sensitive position? | Yes | | Driving a University Vehicle? | No | | Job Open Date | 08-23-2010 | | Pay Rate | $3777.50 | | Pay Basis | Monthly | | Job Category | Administrative/Professional/Technical | | Job Type | Full-time Permanent | |