

**Job Classification:** Exempt, Full-Time Staff

**Work Schedule:** Monday – Friday, 8am-5pm

**Location:** Manhattan Campus with Travel

**Compensation:** Salary Grade 9 (\$37,130 - \$60,336)

Target starting salary for this position is \$50,000 with salary offer based upon relevant professional academic and professional experience.

**Reporting Relationship:** Director of Emerging Technologies

**Primary Accountabilities:** The Immersive Technology Coordinator will be responsible for managing our AR/VR trailer and collaborating with outreach personnel to engage communities, high schools, and hosting AR/VR events at remote locations. The position will be responsible for training and assisting instructors in AR/VR technologies and classroom delivery.

### **Performance Responsibilities**

- **Manage AR/VR Trailer Operations:** Oversee the setup, maintenance, and operation of the AR/VR trailer during outreach events.
- **Driving and Towing:** Safely drive the 1-ton truck and tow up to a 32ft AR/VR trailer to various event locations.
- **Community Engagement:** Work closely with outreach personnel to plan and execute events that introduce AR/VR technologies to communities and local USDs.
- **Instructional Support:** Assist in developing and delivering AR/VR instructional materials and demonstrations tailored to various audiences.
- **Relationship Building:** assist outreach personnel with maintaining relationships with community leaders, educators, and other stakeholders to promote AR/VR initiatives.
- **Event Coordination:** Organize and participate in workshops, presentations, and other events to showcase the educational potential of AR/VR technologies.
- **Feedback Collection:** Gather and assist with analysis of participant feedback to continuously improve outreach programs and instructional content.
- **Reporting:** Prepare reports on outreach activities, including attendance, engagement levels, and impact assessments.
- **Safety Compliance:** Adhere to all safety regulations and protocols while driving and operating the trailer.
- **Classroom Assistance:** Support instructors in integrating AR/VR and general purpose technology into their lessons, including setup and troubleshooting of equipment.
- **Training and Workshops:** Conduct training sessions for instructors on how to effectively instructional technology in the classroom.
- **Technical Support:** Provide technical support to ensure the smooth operation of AR/VR tools and applications and other applicable technologies.

**Qualifications:**

- Minimum of associate degree from a 2-year technical program in information systems, computer science, or a similar program of study or demonstrated experience in a relevant industry/field with a minimum of 2 years in a similar role.
- Must possess a valid driver's license
- Proof of current automotive insurance may be required.
- In-depth knowledge AR/VR hardware.
- Proficiency in various software programs
- Ability to explain in laymen's terms the use of computer-related technologies.
- Analytical and problem-solving abilities, with keen attention to detail;
- Self-motivated and direct, with the ability to effectively prioritize and execute tasks in a high-pressure environment;
- Experience working in a team-oriented, collaborative environment;
- Strong customer-service orientation;
- Ability to sit for extended periods;
- Dexterity of hands and fingers to operate computer keyboard, mouse, hand and power tools, and to handle other computer components;
- Ability to lift and transport heavy to moderately heavy objects such as computers, peripherals, and/or furniture.
- Ability to manage multiple ongoing projects;
- Able to analyze problems, identify alternative solutions, projecting consequences of proposed actions, and making recommendations in support of goals.

**Physical Demands:**

- Ability to sit for extended periods.
- Ability to tow a trailer with a 1-ton truck.
- Ability to read screens/monitors and print materials
- Efficiently communicate via instant message, email, text, phone, virtually, and in-person
- Ability to work occasional evenings and weekends as required.
- Ability to lift and transport heavy to moderately heavy objects such as computers, peripherals and/or furniture (50 lbs or more).

**Work Environment:**

- Professional and deadline-oriented environment in an educational setting.
- Regular interaction with students, staff and guests.

***NOTICE OF SPECIAL POSITION OF EMPLOYMENT REQUIREMENTS***

1. *This position description is not designed to cover or contain a comprehensive list of all duties and results to be performed in this position. Duties and Performance standards may be added, subtracted, and/or changed by your supervisor at any time due to changes in department or institutional requirements.*

2. *Unless exempt due to employment contract signed by the President, all employees of Manhattan Tech are to be considered as an “at-will” employee. All employees of Manhattan Tech are considered “responsible employees” pertaining to Title IX regulations concerning both prevention and reporting of sexual assault or harassment situations. As such, all employees must communicate with the Title IX Coordinator if they witness or hear about sexual assault or harassment situations. Manhattan Tech is an equal opportunity employer and complies with EEOC and ADA employment requirements.*
3. *Manhattan Tech grants equal opportunity to all qualified persons without unlawful discrimination based on race, color, gender, age, national origin, ancestry, ethnicity, disability, sexual orientation, religion or veteran status.*
4. *All ‘offers of employment’ are subject to criminal background check prior to employment. Positions of frequent travel will also require a Motor Vehicle Report prior to employment.*