

RANGE H24

**JTC NO. H81
FLSA EXEMPT E**

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION**

JOB TITLE: Subject Matter Expert I

DATE PREPARED: Fall 2010

DATE REVISED: Fall 2011; Spring 2012; Fall 2012; Spring 2015; Spring 2017

GENERAL SUMMARY:

May act as a consultant to help produce educational courses or publish training material. Position may also serve as a resource through the entire process of bringing a product to market or may simply offer some preliminary information at the start of a new venture. Position may also take a role in establishing an organization's quality assurance measures.

PHYSICAL REQUIREMENTS:

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities

MINIMUM EDUCATIONAL/SKILL REQUIREMENTS:

Master's degree or higher plus four years of experience teaching and/or working on an integrated distance learning instructional project. Ability to utilize computer technology to develop instructional materials and access information, prepare and generate reports, and communicate with others. Ability to coordinate multiple tasks effectively, working within a "team structure" and communicate effectively with individuals from diverse backgrounds. Must be able to provide quality customer service. Official transcripts will be required. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***