

**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, Spring 2021

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**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 one (1) year of industry experience in related field, or
- Bachelor's degree plus two (2) years of industry experience in related field, or
- Associates degree plus three (3) years of industry experience in related field.
- Two (2) years of experience teaching and/or working on an integrated distance learning instructional project.
- Official transcripts will be required.
- 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.

\*\*\* Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. \*\*\*