

RANGE HA4

**JTC NO. H88
FLSA EXEMPT E**

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION**

JOB TITLE: Subject Matter Expert III

DATE PREPARED: Fall 2010

DATE REVISED: Fall 2011; Spring 2012; Fall 2012; Spring 2015; Spring 2017; Spring 2021

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.
- Four (4) 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. ***