



Instructional Designer

Department: Center for Distributed Learning		Approved Date: 9/29/16	
Reports To: Executive Director, Center for Distributed Learning		Team: Academic Affairs	
FLSA Status: Exempt <input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/>		Part-time <input type="checkbox"/> Full-time <input checked="" type="checkbox"/>	
Compensation: B12 \$55,000 - \$59,000		Employee Group: Administrator	
Contract or Grant Funded: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		Pre-Hire Drug test: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
		Essential Personnel: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Anticipated work hours:			
<input checked="" type="checkbox"/> 8:30-4:30 Monday to Friday		<input type="checkbox"/> Evenings	<input checked="" type="checkbox"/> Varied
<input type="checkbox"/> Other ____:____ to ____:____ to ____		<input type="checkbox"/> Weekends	<input type="checkbox"/> Seasonal
		<input type="checkbox"/> On call	

Position Summary:

The Instructional Designer provides instructional design expertise for the development and support of online courses and programs. The Instructional Designer is part of a team that oversees and facilitates pedagogy, methodology, digital content, and outcomes associated with the design and delivery of online courses. This position reports to the Executive Director of the Center for Distributed Learning.

Essential Duties and Responsibilities:

The following are the functions essential to performing this job:

1. Serve as a subject matter expert for best practices in design and delivery of online instruction through the use of current, new, and emerging instructional technologies.
2. Support the Executive Director with planning, development, implementation, and evaluation of online course programming.
3. Work collaboratively with faculty and subject-matter experts to develop online learning course materials and other related deliverables.
4. Use a range of multimedia software to develop instructional web and media-based interactive learning objects (tutorials, demos, training modules) and/or web-based materials and user documentation for online courses.
5. Assist in the management of the Master Course program.
6. Serve as the quality assurance coordinator for online courses.
7. Design and deliver course and program assessment instruments, and compile and analyze resulting data.
8. Teach one online or hybrid credit course per year to maintain currency in instructional design and delivery.
9. Support instructional technology training and the expansion of faculty's instructional technological competence in various learning environments.
10. Advocate for emerging instructional technologies in support of teaching and learning.
11. Perform other duties as assigned.

Instructional Designer

Required Minimum Qualifications:

1. Master's Degree (completed or in progress) from an accredited higher education institution
2. Experience designing online learning instructional materials
3. Experience working in a higher education setting

Desired Qualifications:

1. Master's Degree in Instructional Design, Distance Education, Curriculum and Instruction, Educational Technology
2. Experience in working with faculty on online course development
3. Demonstrated expertise in instructional design and learning theories
4. Experience with quality assurance protocols for online courses (QM)
5. Experience with digital resources and Internet-based educational technologies in the Windows environment
6. Proficiency in online course delivery platforms such as Blackboard and/or Canvas
7. Teaching experience in higher education, preferably online teaching experience
8. Ability to communicate effectively with faculty and staff from diverse professional and academic disciplines with varying degrees of technological competence
9. Demonstrated ability to use varying styles, approaches, skills, and techniques that reflect an understanding and acceptance of the role of culture in a diverse, multicultural workplace
10. Effective oral, written, and customer service skills
11. Ability to carry out concurrent tasks and organize time efficiently

Note: The College reserves the right to change or reassign job duties, or combine positions at any time