



DATE ISSUED: 04/09
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Instructional Design Specialist

JOB SUMMARY

Provides instructional and program design expertise for the development and support of online courses and specialized educational programs. Responsible for assisting faculty in the design of online coursework/programs and instructional practices, development of learning resources and re-visioning of courses and course segments to electronic delivery methods. Supports the customized development of online courses unique to the needs of the instructor and students. Work is performed under limited supervision and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Associate Director of Distance Education

Supervises: No supervisory responsibilities

PRIMARY DUTIES - *May include, but not limited to the following:*

Collaborates with faculty on instructional design issues, creates customized web-based instructional elements, and manages online course development.

Provides design and production assistance to faculty in the development of electronic delivery methods.

Consults with individual or groups of faculty on optimal design of online courses and/or programs and effective uses of multimedia for instruction.

Manages development projects from inception to completion.

Designs and supervises production of learning objects in a variety of formats including print, graphics, audio, video, and animation technologies to support online coursework and programs.

Provides professional and technical support/training to faculty.

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ADDITIONAL DUTIES

Attends appropriate conferences and seminars to maintain an up-to-date knowledge base of new instructional software and pedagogical techniques.
Presents on topics related to distance learning, technology and course design at state, regional, or national meetings.
Develops partnerships with online faculty members to explore teaching and learning online.
Serves on intradepartmental committees.
Performs other duties as requested.

EDUCATION

Bachelor's degree in instructional technology, education, communications, information technology, information sciences, curriculum design or related field required. Master's degree in instructional technology, education, communications, information technology, curriculum design, or related field preferred.

EXPERIENCE

Over two to three years experience in course design, curriculum design, training, or elearning, preferably in higher education. Experience with online course management tools. Experience with graphic and multimedia authoring software and website design software.

REQUIREMENTS

Certificate in Online Instruction or appropriate coursework.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

Knowledge of modern computing, networking and communications systems.
Ability to organize and work effectively with an understanding of organizational policies and activities.
Proficient in communication, both oral and written.
Advanced skills in the use of technology applications.
Ability to integrate resources, policies and information for the determination of procedures, solutions, and other outcomes.
Ability to handle multiple and simultaneous tasks.
Ability to work effectively with a variety of groups.
Ability to organize work and effectively with an understanding of organizational policies and activities.
Detail oriented and organized.
Ability to deal well with ambiguity and fast-paced change.
Ability to deliver a positive customer service experience.

Ability to use a personal computer and other office equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee must be able to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. The employee must have the ability to occasionally lift and/or move up to 25 pounds. Specific vision abilities include ability to distinguish the nature of objects by using the eye.

WORK ENVIRONMENT

Employees are responsible for performing their duties in an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is performed primarily indoors in an office setting. The noise level in the work environment is low to moderate. While performing this job, the employee may be required to travel.

SAFETY

Assists in the creation of a culture of safety and environmental protection by performing work safely in accordance with departmental safety procedures. Operates equipment safely and reports any unsafe work conditions or practice to supervisor.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Texas Woman’s University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

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Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, sex, sexual orientation, or ethnic origin, age, veteran's status, or against qualified disabled persons.

All positions at Texas Woman's University are deemed security sensitive requiring background checks.