



DATE ISSUED: 07/06
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Instructional Producer

JOB SUMMARY

Assists in the design and production of elearning and multimedia programs using a variety of production and distribution technology. Provides faculty consultation and planning for initiatives within Instructional Support Services as well as collaborative initiatives with other service components. Work is performed under the limited supervision of the Director 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: Director, Instructional Support Services or Director, Information Technology Services

Supervises: May supervise Student Assistants, temporary and permanent staff

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

Applies instructional design models and adult learning theories to multimedia instruction. Operates and coordinates interactive video classroom production and web related course materials.

Conducts one on one and group application training.

Provides oversight and planning information for instructional programs.

Coordinates implementation and use of testing software and computer based training systems.

Supports standardized software installation, including training and troubleshooting.

Consults and assists other teams within Information Technology Services.

May serve as a liaison between information technology services and end users and vendors.

Maintains procedures and policies to ensure the security and integrity of systems/networks.

Required to work a flexible schedule, including evenings and weekends and some overtime.

Continually develops and maintains technical skills to ensure high quality levels of technical support for end users.

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ADDITIONAL DUTIES

Participates in University or community related service that may directly or indirectly impact institutional goals or initiatives.

Participates in end user product testing and evaluation.

Demonstrates product functionality and performance for end users.

Performs other duties as requested.

EDUCATION

Bachelor's degree required. Master's degree preferred.

EXPERIENCE

Three years experience in design and production of elearning programs, instructional multimedia or TV/film editing and production. An equivalent combination of experience, education or training may substitute for any of the education/experience requirements.

REQUIREMENT

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

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

Ability to engage in self-directed learning of new technology applications quickly and efficiently.

Knowledge of modern computing and multimedia production systems.

Ability to organize and work effectively with an understanding of organizational policies and activities.

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.

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Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.

Ability to communicate effectively orally, by phone, in person, and in writing.

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 is occasionally required 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. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. May be required to lift or move 25+ pounds.

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.

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: _____

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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.

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.