



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

JOB DESCRIPTION

TITLE

Senior Instructional Design Specialist

JOB SUMMARY

Through training & consultation, assist instructors in developing & managing online & hybrid courses or projects. This position supports faculty to effectively use/understand the tools & best-practice strategies for technology-based curricula, programs & courses & collaborates with faculty on grant writing related to distance learning. Work is performed under general 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: Director, Distance Education

Supervises: No supervisory responsibilities

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

Meets with individual faculty members and departments who wish to discuss, plan, or investigates options for using technology in their courses.

Provides expert one-on-one & small group consultation with faculty & staff regarding online course development & best practices in web pedagogy.

Provides phone and e-mail technical support to faculty teaching online courses.

Works on special projects related to the advancement of distance learning at the university

Suggests, creates, reviews, & edits instructor training modules, documentation & materials in a variety of media (face to face, online, & CD/DVD technologies).

Works cooperatively with other departments.

Updates and maintains the distance learning website.

Updates and maintains auxiliary web pages.

Conducts instructional design reviews of online or hybrid courses to ensure effective web pedagogy in course development.

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ADDITIONAL DUTIES

Makes appointments for training, duplicate training materials, and follow-up communication.
Researches issues in distance learning for grants.
Serves on campus-wide and intra-departmental committees.
Critiques new tools/equipment being considered by academic units or the university.
Orients distance learning students to university systems and procedures.
Conducts surveys and create reports on issue pertaining to distance learning.
Arranges professional development activities for DL faculty (i.e., conferences, orientations, brown bags, guest speaker).
Attends appropriate conferences and seminars to maintain an up-to-date knowledge base of new instructional software and methods.
Presents on topics related to distance learning, technology and the university at state-wide and national conferences.
Performs other duties as requested.

EDUCATION

Master's Degree in Education, Curriculum Development, Information Studies, Instructional Technology, or related field. Certifications in instructional design or online support.

EXPERIENCE

Online teaching experience or experience working in a distance learning program preferred.

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

Basic knowledge of html is required.
Excellent presentation, oral/written communication & facilitation required.
Understanding of the pedagogies associated with effective use of learning technologies is required.
Ability to successfully work with faculty & have an understanding of the higher education environment is preferred.
Ability to work under tight deadlines.
Ability to successfully solve problems.
Ability to use a personal computer and other office equipment.

PHYSICAL DEMANDS

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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; clean; sit; sort; hold; squat; stoop; stand; twist the body; walk; and write walk; use hands to finger; handle, or feel objects, tools or controls; reach with hands and arms; talk or hear. The employee must have the ability to occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job 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 the duties of this position, 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.