

Specialist, Instructional Design

FLSA Status: Exempt

Pay Grade: 17

Job Title ID: 18203

Job Series/Job Family: Instructional Technology Series / Instructional Development Services Family

Reports To

Manager, Instructional Design

Job Purpose

To provide consultation and support services in instructional design, strategies, assessment, technology, and distributed learning for instructional development projects.

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.

Required

1. Coordinates instructional design projects from inception to completion; enters data into database, and maintains files and records.
2. Consults with faculty on instructional design and learning objectives.
3. Assists in the development of instructional strategies, course materials, assessment techniques, appropriate integration of instructional technologies and best practices.
4. Designs and produces learning materials in a variety of formats including print, graphics, audio, video, animation and multimedia to support teaching, learning, and college information needs.
5. Provides assistance to faculty in technology tools and methods, use of instructional software, and effective uses of multimedia.
6. Researches and makes recommendations on educational best practices, instructional resources, instructional technologies and multimedia hardware/software to support teaching and learning.
7. Designs, develops, and delivers workshops and training to faculty and staff in the use of instructional technologies and educational best practices; maintains records.
8. Facilitates curriculum development sessions, documents findings, and writes reports.
9. Conducts occupational analysis and develops job profiles.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Occupational and competency analysis, methods and procedures.
- Research methodologies and techniques.
- Processes and standards for planning and implementing instructional design and development.
- Instructional technology media and materials development and implementation principles.
- Learning Theory.
- Instructional strategies, curriculum standards, and assessments.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills.
- Effectively using organizational and planning skills.
- Project management and efficient use of resources.
- Researching and analyzing complex information.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships

Computer Skills

Required

- Demonstrated proficiency using standard office software applications and web page editors, graphic software, and basic HTML.

Physical Requirements

Required

- Occasional lifting of objects up to 20 pounds
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling
- Work is routinely performed in office environments

Work Experience

Required

- Two years instructional design and development work experience.

Preferred

- One year post-secondary teaching or training work experience.

Education

Required

- Master's degree in instructional design, instructional technology or related field.

Preferred

- Doctorate in instructional design, instructional technology or related field.

Licenses/Certifications

Required

- Valid Texas driver's license.

Safety

Required

- Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and prudent actions to prevent others from engaging in unsafe practices.