

The University of Texas at San Antonio

Job Description

Job Title: Senior Instructional Designer
Code: 18107
Salary Grade: 62
FLSA Status: Exempt
Department/Division: Distance Learning & Academic Technology
Reports To: In accordance with departmental policies

Summary

- Function: To provide leadership and instructional design expertise in the development and support of academic courses and specialized educational programs.
- Scope: Responsible for overseeing and performing electronic course design through partnerships with faculty and staff.

Duties

- Typical:
 1. Collaborates and consults with faculty on instructional design issues and needs; provides advice on the effective use of web-based resources, multimedia technologies and instructional software systems to improve teaching both online and on-campus.
 2. Serves as a project manager, leading students and support staff in the design and production of web pages and online courses.
 3. Oversees and performs development of curriculum guides for courses and/or program components. Designs and supervises the production of learning resources in a variety of formats including print, graphics, audio, video, and animation technologies to support curriculum offerings.
 4. Leads teams and individuals in the design, development and production of electronic delivery methods.
 5. Consults with individual or groups of faculty on the optimal design of curriculum and instruction.
 6. Performs other duties as assigned.
- Periodic:
 1. Keeps abreast of technological advances and makes recommendations for multimedia software for purchase and use.
 2. Assists with special projects, as assigned.

Education

Required	Preferred
Bachelor's degree in Instructional Design or a Technology related field from an accredited institution.	Master's degree in Instructional Design or a Technology related field from an accredited institution.

Other Requirements

Required	Preferred
Criminal Background Check (CBC).	N/A

Experience

Required	Preferred
Four years of experience working with instructional/educational technology and on-line course design.	Similar experience working with instructional/educational technology and online course design in a higher education environment.

Equipment

Required	Preferred
Personal computer and standard office equipment.	Computer servers, scanners and digital cameras.

Working Conditions

Usual	Special
Typical office environment.	May occasionally work overtime.

Supervision

Received	Given
General review for overall effectiveness and efficiency.	Direct supervision to assigned students and/or support staff.

Accuracy

Proficiency in all phases of the duties performed.
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Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.