

The University of Texas at San Antonio

Position Description

Job Title: Instructional Designer
Code: 18108
Salary Grade: 61
Department/Division: Job available in different departments/divisions
Reports To: In accordance with specific departmental policies.

Summary

<p><u>Function:</u> Provides instructional and program design expertise for the development and support of academic courses, specialized educational programs, and staff and faculty training and development.</p> <p><u>Scope:</u> Works with experts, subject matter experts and staff to provide support in online design and development.</p>

Duties

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| <ul style="list-style-type: none">• <u>Typical:</u><ol style="list-style-type: none">1. Participates in the development of instructional materials curriculum and content.2. Designs and supervises production of learning resources in a variety of formats. Supports instruction through creation of various learning resources by using creative approaches to produce beta lesson skeletons, outline video content; researches other resources to help in the creation process; facilitates internal and external communication to brainstorm different options; scripts videos or activity designs.3. Collaborates with faculty, subject matter experts (SMEs), training coordinators and audiences on instructional design issues and needs.4. Consults with individual or groups of faculty, SMEs and training coordinators on optimal design of curriculum and instruction, and effective uses of multimedia.5. Responsible for the production of online courses, tutorials, modules and videos.6. Develops interactive, web-based content applying learning theory.7. Actively participates in the project planning to effectively deliver finished products before established deadlines.8. Stays current with trends in innovative use of technology in teaching and learning.• <u>Periodic:</u><ol style="list-style-type: none">1. Participates in committees and task forces.2. Performs other duties as assigned. |
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Education

Required	Preferred
Bachelor's degree from an accredited institution.	Master's degree from accredited institution

Other Requirements

Required	Preferred
Ability to work in a team environment. Evidence of creativity. Excellent communication skills. Ability to work on a variety of tasks simultaneously.	Similar experience at the project manager level in higher education environment.
Criminal Background check (CBC).	Experience providing instructional and program design expertise for the development and support of academic courses, specialized educational programs, and staff and faculty training and development.
	Experience working with faculty, training coordinators, program coordinators and subject matter experts in course design and development.

Experience

Required	Preferred
2 years experience working with on-line course design and development.	Experience working with HTML and CSS.
Experience working with Learning Management Systems (LMS), such as Blackboard, WebCT, Moodle, etc.	Experience with online authoring software and editing and developing multi-media through current software applications e.g. Flash, Dreamweaver, Premier, Captivate, Respondus, Photoshop, etc.
Working knowledge of HTML, as well as other popular Web design formats. Knowledge of current trends and best practices in instructional software, Web 2.0/social media multimedia applications and web-based educational technologies.	

Equipment

Required	Preferred
Use of standard office equipment and standard audio/visual equipment.	N/A

Working Conditions

Usual	Special
Usual office conditions.	May be required to travel between campuses.
	May be required to lift up to 25 pounds of equipment with or without accommodation.

Supervision

Received	Given
General instruction from direct supervisor. Determines own work sequence within limits of established policies and procedures.	May supervise students and/or assigned support staff.

Accuracy

Proficiency in all phases of 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.
