

# The University of Texas at San Antonio

## *Position Description*

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Job Title: Instructional Development Specialist  
Code: 18121  
Salary Grade: 58  
FLSA Status: Exempt  
Department/Division: Online Learning – Office of Information Technology  
Reports To: Director of Online Learning

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### *Summary*

Function: To provide guidance and developmental assistance in the production of curricular materials utilizing a variety of instructional design techniques and appropriate technologies.

Scope: Responsible for consulting and coordinating with content experts and team members in the development of instructional materials and strategies.

### *Duties*

- Typical:
  1. Provides Tier III learning management system (LMS) support through direct management of assigned tickets, escalating issues to System Administrators as necessary.
  2. Functions as the primary client contact for designated colleges in the development of curricular materials and management of course access.
  3. Develops web-enhanced and hybrid courses as part of an assigned project team.
  4. Updates online instructional materials for delivery to graduate and undergraduate students, maintaining integrity of effective instruction through technology.
  5. Serves as a higher education learning professional giving faculty information on effective pedagogies to be used with online instruction.
  6. Updates content for courses with Flash, Dreamweaver, Respondus, Acrobat and other software packages. Ensures that all course delivery systems and courses residing on them are properly working through compatibility testing for multiple operating systems, web browsers, and multimedia plugins.
- Periodic:
  1. Represents the department and the University on various committees and at external conferences.
  2. Maintains activity reports and participates in department documentation.
  3. Other duties as assigned.

### *Education*

<b>Required</b>	<b>Preferred</b>
Bachelor's degree in education (instructional design/technology), communication, psychology, or related field.	Master's degree in education (instructional design/technology), communication, psychology, or related field.

### *Other Requirements*

<b>Required</b>	<b>Preferred</b>
Able to work effectively in a team-based environment.	N/A
Ability to work on a variety of tasks simultaneously.	
Ability to communicate effectively in writing and in person.	
Criminal Background Check (CBC)	

### *Experience*

<b>Required</b>	<b>Preferred</b>
One year of experience as an instructional designer, developer, trainer, or educator; related higher education project management experience within the field of technology can substitute.	Two years experience as an instructional designer, developer, trainer or educator.
	Similar experience within higher education.

### *Equipment*

<b>Required</b>	<b>Preferred</b>
Proficiency required in the use of PCs and related spreadsheet, word processing, and database software, and other standard office equipment.	N/A
Experience with a content or learning management system.	

### *Working Conditions*

<b>Usual</b>	<b>Special</b>
Standard office environment.	May be required to travel between campuses.

***Supervision***

<b>Received</b>	<b>Given</b>
Director of Online Learning and other assigned supervisor.	May supervise part-time, student, and/or clerical support personnel.

***Accuracy***

Position requires a high degree of creativity, interpersonal communication, and detail orientation.

***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.