**Classification Specification for Unclassified Service**

**Title:** Instructional Designer

**Pay Scale Group:** 17-1

**Essential Function**

Incumbent is responsible for providing instructional design support for current and new on-line courses to faculty, students and staff.

**Characteristic Duties**

Assist faculty and subject matter experts (SMEs) in the development of online and technology-facilitated courses; present programs, conduct faculty training, and help the academic programs implement new technologies and approaches for online learning.

Assist faculty with utilizing web-based resources, multimedia technologies, and instructional software and systems for online course development; collaborate with internal and external business partners that are critical to the success of the course such as faculty, technology/multimedia staff, Blackboard staff, and department academic support staff to assist with course development, implementation and problem resolution.

Develop and support current and new online courses according to established procedures; ensure that the developments of instructional materials for online courses are consistent with sound instructional design principles and standards; utilize a variety of software development tools (i.e., Word, Power Point, Captivate, etc.).

Assess the effectiveness of the experiences and revise in response to feedback.

Contribute to ongoing research, evaluation and design of online courses and programs.

Work as part of a team to manage online course and program development.

Maintain a collaborative relationship and open communication with business partners.

Research, evaluate and integrate new and emerging educational technologies for improving student learning within online courses.

**Minimum Qualifications**

Bachelor's in Education, Instructional Design, Education, Educational Technology, Adult Learning, Curriculum, Instruction or other related field and one (1) year experience; experience must include online/blended course design, curriculum development, faculty development or other related area. Must be proficient in various technologies used in the instructional/graphic design and assessment process such as Learning Management Systems (Blackboard) and include some knowledge of website design, Flash, Java Script, MS office suite, social media networking.

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