INSTRUCTIONAL DESIGNER

Department: Center for Online Education

Reports To: Instructional Design Specialist

Position Summary: This is a part-time position that will assist the Instructional Design Specialist with course design and development in online and hybrid teaching environments.

Essential Responsibilities:
- Work collaboratively with faculty to design and develop Online and hybrid courses as assigned by the Instructional Design Specialist.
- Support faculty with instructional design and technical needs within use of the university learning environment.
- Assist faculty with creating storyboards/course maps, outlines, scripts and creating accessible course content for Online and hybrid courses.
- Design and/or produce instructional aids for Online and hybrid courses.
- Experience with Canvas LMS, Office 365 and LTI tools is a plus.

Essential Qualifications:
- Outstanding customer service and interpersonal skills.
- Excellent presentation and written communication skills in a diverse higher education environment.
- Demonstrated ability to evaluate the effectiveness of learning materials.
- Experience creating educational multimedia.
- Experience with hardware and software relevant to instructional design.
- Experience with conference tools such as Skype, Zoom, Teams or Big Blue Button.
- Knowledge of UDL
- Bachelor's or Masters in Learning Sciences or Educational Technology or equivalent coursework or certification OR two years of relevant experience or combination of education and relevant experience.
- Course work in instructional development, or related field and/or applied experience in instructional development and working in a media environment.
- Knowledge of working with the Quality Matters Higher Education Rubric
Effective Date: August 2020

NOTE: Nothing in this job description restricts the supervisor’s right to assign or reassign duties and responsibilities to this job at any time.