



<b>Position Title:</b>	Senior Instructional Designer	<b>Job Code:</b>	0128
<b>Reports To:</b>	Instructional Design Manager	<b>Job Group:</b>	PEC
<b>Department:</b>	Virtual College	<b>Salary Grade:</b>	16
<b>Prepared By/Date:</b>	Jennifer C. Brito/5-1-09	<b>FLSA Status:</b>	Exempt
<b>Approved By/Date:</b>	Ruth Ann Balla/10-13-2010		
<b>Revised:</b>	Jennifer C. Brito/10-19-2010		

### **Summary:**

The Senior Instructional Designer facilitates the development of online courses for the Virtual College.

### **Essential Duties and Responsibilities:**

- Works with course developers one on one, providing instructional design guidance in designing, creating, and reviewing their courses
- Assesses the faculty member's course development needs and progress
- Serves as a liaison with the other development services, graphics, video production, learning objects programming, etc.
- Works closely with College Training & Development (CT & D) with training faculty
- Assists faculty with preparing/customizing their distance education courses for teaching the first time, and with revising existing courses
- Identifies and secure appropriate educational materials and resources
- Manages part-time personnel
- Resolves students' problems with course content
- Performs other duties as assigned

### **Knowledge, Skills and Abilities:**

- Knowledge and Proficiency in a learning management system
- Excellent communication, teaching, management, and organizational skills
- Instructional design skills and exceptional skills in creating online courses
- Ability to work under pressure, meet inflexible deadlines, deal with difficult
- Ability to work in a multi-ethnic/multi-cultural environment

### **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

### **Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or

feel objects, tools, or controls; and talk or hear. The employee is occasionally required to walk and sit.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus

**Essential Personnel:**

Non-essential

**Minimum Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Master's degree in Instructional Design, Instructional Technology or related field with three (3) years of related work experience or teaching experience, or Bachelor's degree with seven (7) years of related work experience or and teaching experience
- Must be able to work in a flexible schedule that may include evening and weekend assignments.

**ACKNOWLEDGEMENT**

I have read and acknowledge receipt of a copy of my job description.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name