



**Position Title:** Part-Time College Training and Development (CT&D) Instructional Designer/Technology Trainer II

**Job Code:** 8130

**Grade:** HB

**Reports To:** Director, Technology Training

**FLSA:** Exempt

**Job Description:**

The Part-Time College Training and Development (CT&D) Instructional Designer/Technology Trainer II will develop and conduct instructor-led and online workshops and seminars for faculty, staff and administrators on computer applications and Web technologies. This individual consults with faculty on projects and programs to determine needs and develop customized curriculum.

**Duties & Responsibilities:**

- Assesses needs in order to design and develop a tailored curriculum
- Creates and designs templates to promote and enable Web usage
- Conducts workshops and consults with departments or individuals to integrate technology into campus-based or web-based courses
- Develops customized training packages that conform to CTD standards and to institutional needs
- Conducts literature searches and research
- Develops criterion-referenced objectives, performance standards and instructional strategies
- Designs and develops modules with learning activities compatible with learner characteristics that match instructional events with the learning process
- Conducts test and data collection instruments for evaluation
- Conducts formative and summative evaluations and modifies the workshop design or materials based on the results, assists with information processing, learning task classification and analysis and skill gap analysis
- Promotes the expanded use of instructional and management technology
- Instructs faculty in the use of Web technologies and communication tools in the classroom
- Assists in the design and development of interactive instructional media
- Researches the availability of appropriate commercially developed software and promoting its use by faculty
- Consulting with faculty in the design and development of visual, audio, and print material for instruction and collaborates in the development of grant proposals for expanded technological resources
- Performs other duties as assigned

**Essential Personnel:**

Non-essential

**Minimum Requirements:**

- Bachelor's degree from an accredited institution and three (3) years of related experience, including instructor-led computer application training experience
- Knowledge of learning theory, curriculum development, educational media and technology, expertise in Web design for instruction

- Must possess human relations skills
- Ability to achieve specified objectives and to deliver products/services in a timely, cost effective manner

**ACKNOWLEDGEMENT**

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

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Signature

\_\_\_\_\_  
Date

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