



Position Title: Part-Time Instructional Designer

Job Code: 8141

Reports To: Campus Chief Information Officer

Grade: H6

FLSA: Exempt

Job Description:

Assists the Medical Center Campus with the development of blended and web enhanced courses in ANGEL and with the development of instructional materials and faculty web pages. Participates as a team member in the Student Success Center, and assists tutors with instructional activities.

Duties & Responsibilities:

- Assists faculty with the planning and development of web-based application tools to assist in the implementation of online courses
- Assesses needs of the faculty in terms of their knowledge and experience in using instructional technology
- Designs and implements faculty development activities that support the use of technology in their instructional activities
- Works with faculty in designing, developing, and evaluating their courses using instructional design principles
- Works with faculty in individual and group sessions to ensure curriculum improvements of targeted courses
- Recommends expenditures needed to support faculty development of online courses
- Performs support technology used to create online courses
- Collaborates with Campus leadership in gathering information for purchasing equipment
- Performs other duties as assigned

Essential Personnel:

Non-essential

Minimum Requirements:

- Bachelor's Degree in Instructional Technology or related field from a regionally accredited institution and three (3) years of related work experience
- Excellent instructional design skills
- Exceptional skills in developing web courses in a web course environment
- Knowledge of learning management systems such as ANGEL, HTML, and other web technologies
- Knowledge of graphic editing software
- Must be a team player
- Ability to take initiative and work with minimal supervision
- Excellent oral and written communication skills
- Excellent organizational and interpersonal skills
- Ability to work in a multiethnic, multicultural environment

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name