

## DUTIES AND RESPONSIBILITIES

List and completely explain the current duties and responsibilities of the position. Consider work performance over a 12-month period. Employees must use their own words to describe duties and responsibilities.

### Duties and Responsibilities

Work collaboratively with faculty and staff of \_\_\_\_\_ in the production of on-line courses and supplemental materials. The person in this role will actively participate in the development and training of \_\_\_\_\_ staff. Through collaboration with other team members, design engaging and effective instructional materials. Assist in the development of course materials that are functional, intuitive, informative, and consistent with sound instructional design principles. Develop and provide recommendations for interface design, sequencing of instruction, use of assessments, and design of course materials and activities. Determine instructional effectiveness of course materials that are developed. Contribute to the development and implementation of sound workplace practices to automate services and facilitate communications among workers and with clients. Continually explore new technologies for potential application to instructional requirements and problems.

This role requires a positive, energetic individual with strong organization and interpersonal skills, who has the ability to make independent decisions. The individual in this position will need to have experience working with faculty \_\_\_\_\_. This role requires an individual with excellent leadership skills that can lead projects, as well as delegate tasks to individuals on the team.

### Specifically:

- Lead, coordinate or actively participate on teams assigned to \_\_\_\_\_ projects (by \_\_\_\_\_ management and/or the \_\_\_\_\_ Projects Review Committee) in the design, development and deployment of instructional materials.
- Plan and produce designs for instructional materials.
- Provide instructional design and information architecture services and expertise.
- Ensure the instructional integrity of course development projects through systematic design and clear writing of instructional analyses, narratives and storyboards.
- Assist in assessing the instructional effectiveness of course materials that are produced.
- Provide methods for learning needs analysis to ensure appropriateness of on-line instructional materials.
- Communicate frequently and effectively with various project collaborators to ensure project goals and objectives are being fulfilled.
- Provide consultation to \_\_\_\_\_ in the application of instructional design and the use of instructional technology tools in the delivery of instruction.
- Design, develop and teach \_\_\_\_\_ development workshops and other forms of professional development in areas of instructional design and in the use of specific instructional technology tools.
- Assist in the development, distribution and enforcement of instructional technology policies and procedures.
- Participate in the testing and deployment of \_\_\_\_\_
- Provide periodic formal/informal reports on course development projects.
- Provide advice and counsel to the \_\_\_\_\_ management and staff on the strategic, tactical and operational issues associated with the development of instructional technology at \_\_\_\_\_.
- Represent \_\_\_\_\_ as assigned in meetings, forums and/or conferences.
  - Perform other necessary and appropriate tasks as directed by \_\_\_\_\_ management.

## QUALIFICATIONS

### **Education/Knowledge**

1. List the level and type of **minimum** education required to qualify for this position **not** for the incumbent.
  - Master's Degree in a relevant field is required. Three years experience in the design and development of technology-based instructional materials is required.
2. What licenses or certification(s) (e.g. electrician's license) if any, are **required** for the position? Specifically state the reason for this licensure requirement (supervisor's preference, state or federal law, etc.).
  - None

3. What specific skills are **required** in order to carry out the duties of the position?

General:

- Strong oral and written communication skills.
- Excellent organizational skills.
- Commitment to customer service and team-oriented management.
- Excellent interpersonal skills.
- Ability to work collaboratively within an academic community.
- Ability to interpret client needs and produce instructional materials.
- Ability to manage and meet deadlines.
- Proven ability to continually adapt and learn new procedures and tools.
- Effective negotiation skills.
- Must be enterprising, diplomatic, and proactive at solving problems.
- Ability to work independently to diagnose and solve difficult problems.
- Ability to work as lead or member of a (project) team.

Technical:

- Comprehensive knowledge of current learning and instructional theories and principles (including adult learning) applicable to E-learning.
- Knowledge of information architecture principles and methods.
- High level of expertise with tools that facilitate the design of instructional materials (such as storyboards, flow charts, assessments, etc.).
- Basic familiarity with instructional development tools such as HTML & HTML editors, productivity software (such as word processors, spreadsheets, databases & presentation tools), multi-media software such as Dreamweaver, Photoshop, Flash, Captivate, and others.
- Experience with web-based course management systems (preferably WebCT Vista).
- Knowledge of emerging technologies applicable to teaching and E-learning.
- Basic knowledge of streaming audio and video, compression methods, file types, and formats.
- Familiarity with graphic design elements appropriate for on-line instruction.
- Knowledge of how various E-learning technologies may facilitate instructional goals.

**Experience**

In addition to the knowledge/education, please describe the type and **least** amount of **prior directly related** work experience typically required, if any, for a person coming into this position. Experience listed here is considered as concurrent not cumulative.

Type of Experience Needed

- Web-based instructional material design, development and deployment
- Use of course management tools (preferably WebCT products)
- Leading instructional material development tasks
- Matching eLearning technologies to instructional goals
- Designing and presenting workshops

Amount of Experienced Needed (Months/Years)

- 3-4 Years
- 1-2 Years
- 1-2 Years
- 1-2 Years
- 6 Months – 1 Year

**DISCLAIMER**

This description does not state or imply that the duties listed are the only duties to be performed by the position incumbent. Justification for information provided in the PIQ may be requested. Employees are required to follow job-related instructions and perform other job-related activities assigned by their supervisor.

All requirements are subject to possible modification in order to provide a reasonable accommodation to individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves, other employees, or the general public.