

<b>Job Title</b>	Instructional Designer I
<b>Job Code</b>	
<b>Exempt Status</b>	Exempt
<b>Position Status</b>	
<b>EEO Classification</b>	

### **Job Summary**

The Instructional Designer I, under general supervision, supports the development of classroom, hybrid or online courses. Assist in the development of training for faculty and/or staff in areas of instructional design, andragogy, and best practices.

### **Essential Duties and Responsibilities**

- Collaborates with instructors and subject matter experts (SMEs) to design and develop online, blended, and web-enhanced courses.
- Consults and supports faculty and/or staff with instructional design. Organizes and prioritizes tasks.
- Leads course design and development projects. Administers and maintains online faculty development courses/resources.
- Assists with planning and coordinating materials with course instructor, instructional design team, and multimedia team.
- Leads faculty and/or staff through the design process.
- Identifies and recommends the use of instructional strategies, technologies, pedagogies, and applications.
- Designs online modules. Assists with course review.
- Develops and trains faculty and/or staff on instructional strategies and course design.

This document represents the major duties, responsibilities, and authorities of this job, and is not intended to be a complete list of all tasks and functions. Other duties may be assigned.

### **Additional Responsibilities**

### **Minimum Requirements**

*Education* – Bachelor's degree in applicable field or equivalent combination of education and experience.

*Experience* – No previous experience required.

*Knowledge of* – Knowledge of word processing and spreadsheet applications. Knowledge of online course design principles and practices.

*Ability to* – Ability to multitask and work cooperatively with others. Ability to present information clearly and concisely.

*Licensing / Professional Certification* – None.

*Physical Requirements* – None.

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.

### **Supervision of Others**

This position generally does not supervise employees.

### **Other Requirements**

<b>Approved by:</b>	
<b>Date approved:</b>	
<b>Reviewed:</b>	