

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

### **Job Summary**

The Instructional Designer II, under general supervision, leads and supports the development of classroom, hybrid, or online courses. Plans, develops, and delivers training and development for faculty and/or staff in areas of instructional design, andragogy, and best practices. Leads project work.

### **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.
- Leads and oversees course design and development projects. Administers and maintains online development courses/resources.
- Plans and coordinates materials with course instructor, instructional design team, and multimedia team.
- Leads faculty and/or staff through the design process and makes key recommendations for design.
- Identifies and recommends the use of instructional strategies, technologies, and applications. Researches and reviews emerging instructional design innovations and trends.
- Designs online modules. Leads course review process.
- Plans, develops and delivers 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* – Two years of related experience in instructional design.

*Knowledge of* – Knowledge of word processing and spreadsheet applications. Knowledge of online course design principles and practices. Knowledge of Learning Management Systems and instructional technologies.

*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>	