

Job Title	Instructional Materials Coordinator
Job Code	
Exempt Status	Exempt
Position Status	
EEO Classification	

Job Summary

The Instructional Materials Coordinator, under general supervision, designs and develops multimedia materials.

Essential Duties and Responsibilities

- Designs and develops multimedia materials for web-based and face-to-face educational course material.
- Collaborates in the design and review of educational course material.
- Develops and disseminates advertising and promotional materials.
- Develops, creates, and integrates graphics, photographs, and custom illustrations into online course material, presentations, and print resources.
- Provides team leadership in development of advertising and promotional materials.
- Manages work assignments using project management tools.
- Maintains awareness and knowledge of current design trends and advances in technology-mediated learning.

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 – Three years of related experience in design with an emphasis on multimedia and e-learning.

Knowledge of – Knowledge of word processing, spreadsheet, and database applications. Knowledge of desktop publications and graphic manipulation software, e-learning, web development, online course design principles and practices, and media applications. Knowledge of Adobe Creative Suite.

Ability to – Ability to multitask and work cooperatively with others. Ability to present information clearly and concisely. Strong interpersonal and organizational skills. Ability to work in a collaborative team environment or work independently once given a project. Excellent communication and teamwork skills.

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

Approved by:	
Date approved:	
Reviewed:	