

## Sam Houston State University Human Resources

---

### Staff Classification Description – Instructional Design Specialist

---

**Skill Category:** Tech/Para-Professional

**Position (Employee) Class:** 4N127 (N1)

**Grade:** 15

**Date:** 08/2014

**Department:** Distance Education and Learning Technologies for Academics (DELTA)

**Educational & Experience Requirement:** Bachelor's degree in Instructional Technology, Educational Technology, Computer Science, Education or a related field. Minimum of three years of experience in course development and instructional design using emerging technologies; or a combination in any of the following: web page development, computer multimedia, and computer use support; or experience in a related field. A combination of education, work experience, and training that would produce the required knowledge and abilities could be considered.

**Nature & Purpose of Position:** Assists faculty in the design and development of web-based courses and course content.

**Supervision Given & Received:** Works under general direction and may supervise student employees.

**Primary Responsibilities:** Assists and supports faculty in the development and implementation of web-based courses utilizing instructional technologies. Provides design and development support to faculty in course redesign for web-based delivery. Supports faculty in the design and/or creation of course content for support of web-based courses. Provides audio and video service and support for faculty. Provides support to faculty in developing appropriate teaching/learning applications and best practices for web-based courses. Facilitates faculty training as needed for web-based course implementation. Develops and conducts instructional technology workshops for faculty. Consults with faculty members to determine appropriate technology and strategies for course delivery. Creates and maintains appropriate records and spreadsheets of work activities. Participates in continuing professional development activities. Performs other related duties as assigned.

**Other Specifications:** Keeps current on emerging applications of instructional design and instructional technology applications as they relate to distance learning. Understanding of college level course work and ability to apply that understanding to course development. Ability to design, develop, and implement instructional multi-media products. Ability to work collaboratively including strong communication, interpersonal, and organizational skills. Skills of current computer technologies (desktop applications, World Wide Web, multimedia).

This is a classification description with the complete list of job duties being maintained at the departmental level. Other job duties necessary for the effective operation of the University are expected to be performed. Any qualifications to be considered as equivalents in lieu of stated minimums require the prior approval of Human Resources.

Sam Houston State University is an at will employer and drug free/smoke free workplace. This position is security sensitive and thereby subject to the provisions of the Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. The pay grade range is inclusive of social security benefit replacement pay.

Sam Houston State University is Committed to Equal Opportunity in Employment and Education.