

# Sam Houston State University Human Resources

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## Staff Classification Description – Instructional Designer

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**Skill Category:** Professional

**Position (Employee) Class:** 3N812 (E1)

**Grade:** 18

**Date:** 11/2014

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

**Education & Experience Requirements:** Bachelor's degree in Instructional Technology, Educational Technology, Computer Science, Education or related field. Five years of experience in web page development, computer multimedia, computer use support, and course development and design documentation using emerging technologies, preferably in higher education. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

**Nature & Purpose of Position:** Creates and develops online courses in conjunction with faculty. Improves web courses, creates attractive departmental websites, and prepares graphics for proposals, courses and professional presentations.

**Supervision Given & Received:** May provide general supervision to staff and students as assigned. Receives general direction and reports to the Assistant Director of Online Course Development.

**Primary Responsibilities:** Creates and develops online courses in conjunction with faculty. Follows strict Principles of Good Practice guidelines to ensure the online courses follow the SACS/Coordinating Board guidelines. Develops web based courses utilizing instructional technologies. Provides development support to faculty in course redesign for web based delivery. Develops appropriate teaching or learning applications for web based courses and implements web based courses. Designs and creates web pages for support of web based courses. Coordinates scheduling and logistics of web based courses with appropriate university personnel. Consults with faculty members to determine appropriate technology and strategies for course delivery and researches and finds techniques, software and videos to implement in the course. Coordinates with video production team to ensure the videos that are recorded are uploaded into the online courses. Maintains appropriate records of work activities. Conducts surveys with the faculty throughout the semester to ensure needs of the students are being met. Participates in continuing professional development activities. Observes safety and security measures appropriate to work performed and work supervised. Develops and conducts instructional technology workshops. Creates and maintains database records and spreadsheets. Processes course evaluations for online stipends. Provides audio/video production service and support as needed. Conducts College specific training for faculty and staff. Performs other related duties as assigned.

**Other Specifications:** Position requires the incumbent to remain current on emerging applications of instructional design and instructional technology applications as they relate to distance learning and to keep abreast of research concerning the teaching learning process as it relates to distance education. A thorough knowledge of learning theories and understanding of college level course work and ability to apply that understanding to course development is required. Must have the ability to design, develop, and implement instructional multimedia products. The ability to work collaboratively including strong communication, interpersonal, project management, and organizational skills is required. The skills of current microcomputer technologies, to include; desktop applications, World Wide Web and multimedia, is required. Must have knowledge of safety and security precautions appropriate to work performed.

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.