JOB SUMMARY

The Instructional Design Specialist is responsible for the analysis, design, development, and implementation of instructional content in a distance education environment.

MAJOR DUTIES

- Works with subject matter experts (SME’s) to design, develop, and implement distance education and blended course content;
- Establishes methods and procedures for transferring on-ground course materials/requirements into a distance education format;
- Collaborates with SME’s to create supplemental multimedia content integration into distance education courses;
- Designs and/or conducts training for faculty and staff on best practices for distance education course delivery and the use of blended approaches utilizing on-campus and distance education delivery methods;
- Serves as the training expert in the use of Learning Management Systems;
- Works with faculty and staff, assists in development of multimedia-web based content such as images, photos, audio, and/or video;
- Works closely with Information Technology staff to ensure distance education technology is adequately supported and functioning properly;
- Keeps abreast of changes in the Instructional Technology/Design field by attending conferences and training as budget and schedule permits.

COMPETENCIES

- Knowledge of learning theory, instructional design theory
- Knowledge of social and multimedia technologies
- Knowledge of Learning Management Systems
- Ability to conduct needs assessments in the evaluation of training and development needs
- Ability to evaluate program for effectiveness and appropriateness
- Skill in accurate recordkeeping and organizational skills
- Skill in the operation of computers and job related software programs
- Skills in interpersonal relations and in dealing with the public
- Oral and written communications skills
MINIMUM QUALIFICATIONS

Associate’s degree *and* Three (3) years of work related experience.

Note: Experience may substitute for the degree on a year-for-year basis.

PREFERRED QUALIFICATIONS

Preferred qualifications may vary from location to location.