POSITION DESCRIPTION

TITLE: Instructional Design Specialist

LOCATION: Department of Information Technology

REPORTS TO: Manager of User Services, Instructional Support

GRADE: PSA 12

WORK SCHEDULE: 35 hours per week, non-standard

SUPERVISES: May exercise supervision over professional and support staff as well as student employees.

JOB SUMMARY: Promote and support the use of instructional technology and provide services that facilitate the integration of technology in teaching and learning across the curriculum. Provide support and troubleshooting for learning management system (LMS).

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Provide support for faculty to assist them with integrating technology into their curriculum.

Work with faculty on the implementation of learning technologies and the development of instructional content used to support online, blended and face-to-face courses.

Assess instructional needs of faculty and identify application solutions to enhance learning.

Assist in the development of web based and multimedia instructional materials to support teaching and learning.

Design, develop and deliver professional and technical training for faculty on current technologies and new initiatives in the area of instructional technology through web-based tutorials; instructor-led and hands-on workshops; remote web-conference sessions, and online self-paced training programs.

Support use of the Center for Instruction & Technology.

Provide support for faculty and students in the use of the learning management system and other instructional technologies.

Design and develop print and web-based user documentation and other materials to support faculty and students.
Update and maintain Instructional Technology website content.

Participate in the evaluation, selection, testing and implementation of hardware and software tools, technologies and services that enhance the teaching/learning experience.

Collaborate with IT staff to finalize computer image applications to be used in the Centers for Instruction & Technology.

**OTHER DUTIES AND RESPONSIBILITIES:**

Stays informed about the current state of and future advances in instructional and multimedia technology, e-learning applications and digital media creation/delivery.

Research and evaluate new and emerging instructional and web technologies to enhance learning.

Foster collaboration models within departments and across campuses for faculty to share experiences and ideas in the field of learning technologies

Other related duties as required.

**LICENSES, TOOLS AND EQUIPMENT:**

Computers and peripheral devices, Mac, Win and Mobile OS, MS Office, Exchange, Blackboard or other LMS, video and web conferencing, multimedia, learning management and lecture capture systems; courseware development in HTML, Flash, web authoring, desktop publishing and other applications (Adobe CS, Captivate, Articulate, etc.).

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions. Must be able to push, lift, carry and/or use the above equipment. May be required to travel between all four campuses. Close visual work required.

**QUALIFICATIONS:**

Bachelor's Degree in instructional technology, education, instructional design, or related field with a minimum of three (3) years’ experience working in instructional technology, teaching and learning with technology, or a directly related field required.

Master’s degree in Instructional Design, Instructional Technology, Information Technology or Digital/Multimedia with five (5) years’ experience preferred; or an equivalent combination of training and experience may be considered.

Experience in the areas of teaching, providing effective customer services preferably in higher education, evaluating products, and preparing and presenting reports or presentations is preferred.
Demonstrated experience and knowledge of Learning Management Systems (Blackboard), graphic and multimedia authoring software, website design and on-line course development.

Excellent analytical, organizational and communication skills required.

Strong interpersonal skills and the ability to work effectively and collegially with faculty, administrators, students, and colleagues are required.

Must be effective at problem solving and working on multiple assignments.

Must be able to interpret and adhere to institutional policies, plans, objectives, rules and regulations.

Must be available to work a non-standard schedule in order to fulfill assigned duties and responsibilities.

**CCRI is an Equal Opportunity / Diversity Employer.**

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to perform any other job-related duties requested by their supervisor.