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| **Job Title:** Instructional Designer I  | **FLSA Classification:*** Exempt ☐Nonexempt
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| **Reports to:** Associate Director Instructional Technology | **Location:** |
| **Department:** Instructional Technology | **Division:** Information Technology |
| **Employment Category:*** Full-Time ☐ Part-Time
 | **Paygrade:** |

**PRIMARY PURPOSE OF POSITION**

The **Instructional Designer I** works directly with faculty, staff, and students and collaborates with instructional technology team members to develop and implement technology-enhanced learning and research at the university, including online, blended/hybrid, flipped, web-enhanced, and other digital pedagogies, incorporating sound instructional design principles.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

* Provides consultation, recommendations, and training to faculty individually and in groups for technology-enhanced learning.
* Collaborates with faculty and team members to design, develop, maintain, and support engaging interactive online, blended/hybrid, and web-enhanced courses and materials by drawing on a strong working knowledge of instructional design theories, methodologies, and best practices.
* Provides exemplary customer service, communicates with team members, maintains records of consultation and support in appropriate applications, and uses this data for continuous improvement.
* Provides support, consultations, and recommendations to all members of the university community for academic technology services.
* Collaborates as needed to design, develop, and deliver workshops, training, supporting documentation, appropriate materials, and other strategies to help the university community learn new technologies and practices.
* Continually explores technologies and practices for potential applications to instructional problems and collaborates in the introduction and ongoing management of learning technologies to the St. Edward’s community.
* Actively collaborates with colleagues in Instructional Technology, across the Office of Information Technology, the Center for Teaching Excellence, and the library, as well as other university areas in a variety of initiatives.
* Provides direct supervision to student workers.
* Performs other duties as assigned.

**QUALIFICATIONS**

Required

* Bachelor’s degree.
* One to two years’ experience in the design and development of technology-based instructional materials.
* Experience with learning management systems such as Blackboard or Canvas.
* Knowledge of learning theories and principles applicable to technology-enhanced learning.
* Ability to continually research, adapt, and learn new technology tools and practices.
* Excellent interpersonal, oral, and written communication skills.
* Ability to develop and manage instructional technology projects to produce high quality materials.
* Ability to manage and meet deadlines using area processes to meet quality standards.
* Ability to work effectively within a diverse community.
* Successful completion of an employment and/or criminal history background check.

Preferred

* Advanced training in Instructional Design/Technology or related field preferred.
* Higher ed experience preferred.
* Experience working with blended/hybrid and online courses preferred.

**WORKING CONDITIONS**

* Ability to comply with workplace guidelines and attendance requirements.
* Must be able to work occasional nights & weekends.
* Ability to work remotely and provide consultation via synchronous and asynchronous technologies.
* Job may be based on campus, partially or fully remote, within the state of Texas in accordance with the university’s Alternative Work Arrangement Policy as defined in the Employee Handbook. Those working remotely, may be required to attend some meetings on campus in person.

**PHYSICAL REQUIREMENTS**

* N/A

**SUPERVISORY RESPONSIBILITIES**

* Provides direct supervision to student workers.

**EXPECTATIONS**



*This document describes the general purpose, duties and essential functions associated with this job and is not an exhaustive list of all duties that may be assigned or skills that may be required.*

*I have read and understand my job description and acknowledge that management reserves the right to change or reassign job duties or combine jobs at any time.*

Employee (Print Name): Date:

Employee (Signature): Date:

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|  | HR OFFICE USE ONLY: |
| **Approved by:** | *Signature of the person with the authority to approve the job**description* |
| **Printed Name of****Approver:** | *Printed name of the person with the authority to approve the job**description.* |
| **Date****approved:** | *Date upon which the job description was approved* |
| **Reviewed:** | *Date when the job description was last reviewed* |