

Job Description

Position Title: Instructional Designer

Job Group: Instructional Support

Job Level Group: Professional Intermediate

FLSA Status: Exempt

Position Summary:

The Instructional Designer performs a variety of instructional design functions related to the planning, development, and delivery of courses. Works with instructional technology tools to design interactive learning content. Manages multiple projects working with subject matter experts to design and build online courses. Researches instructional design theories and tools for applicability in learning.

Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Develops or updates courses, instructional materials, and other digital instructional information consistent with adult learning theory for delivery in online learning, hybrid courses, and face-to-face courses. Confirms course objectives are current and reflected in newly developed courses.
2. Assists subject matter experts in defining course outcomes and objectives. Designs and develops engaging, interactive, and instructionally sound materials that address various learning styles and are accessible to all students, including those with disabilities.
3. Designs and produces learning materials in a variety of formats, including print, graphics, audio, video, animation, and multimedia, to support teaching, learning, and college initiatives.
4. Collaborates with subject matter experts, team members, web developers, media specialists, digital media and producers to solve technological and institutional challenges. Serves as a project manager.
5. Utilizes digital tools for project management. Manages the Learning Management System to ensure quality of course development, tools, test accessibility, and compliance.
6. Trains and supports faculty in the use of course management system.
7. Learns new technologies and applications to assist course design.
8. Completes professional development to keep current with rapid changes in technology and higher education.
9. Performs all other duties and responsibilities as assigned or directed by the supervisor.

Knowledge, Skills, and Abilities:

1. Knowledge of internal and external customer service principles and practices
2. Knowledge and application of organizational and time management principles

3. Knowledge of project management principles
4. Knowledge and application of various instructional methodologies
5. Skill in effective communication (both written and oral)
6. Skill in independent decision making
7. Skill in positive, productive, and flexible customer service
8. Skill in program development and process improvement
9. Skill in team building
10. Ability to operate relevant equipment required to complete assigned responsibilities for the position

Supervision:

- Not responsible for supervising the work of others.

Independence of Action:

- Results are defined and existing practices are used as guidelines to determine specific work methods. Carries out work activities independently; supervisor/manager is available to resolve problems.

Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- Organizational Culture: Provides an opportunity to impact the organizational culture of Pima Community College by both acknowledging the College's past and helping to chart its future.
- Student Success: Allows the opportunity to support student success as well as improve access and retention.

Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Bachelor's degree in Educational Development or a closely related field of study required.
 - One (1) to Three (3) years of related experience required
 - Three (3) to five (5) years of related experience preferred
- OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in a standard office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate (up to 20 pounds) amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; may be required to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

Special Conditions of Employment:

- Some evening or weekend work duties
- Pre-employment Background Check Required