

Job Description

Position Title: Instructional Content Design Specialist

Job Family: Instructional Support

Job Level: Support and Service - Senior

FLSA Status: Non-Exempt

Salary Grade: 05

Position Summary:

The Instructional Content Design Specialist familiarizes faculty, staff, and administrators with various kinds of media that develop and produce quality instructional materials for presentations. Ensures availability of facilities and resources to complete projects. Assists Instructional Designers in the course design process.

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. Assists in determination of appropriate media and multimedia equipment requirements best suited for the project.
2. Ensures product is high quality and available in the correct format for final presentation.
3. Manages the operations of the multimedia area; resolves complex customer service issues and problems regarding multimedia technology.
4. Prepares and administers the unit budget; prepares cost estimates; and, recommends expenditures.
5. Repairs audiovisual equipment and transfers older media to newer formats for use in classrooms and labs.
6. Solves technical issues and provides training for design software and media equipment.
7. Assists with or creates publicity and promotion materials for digital signs, flyers, brochures, or web announcements.
8. Oversees inventory, approves the purchase of materials, supplies, and equipment.
9. Performs all other duties and responsibilities as assigned or directed by the supervisor.

Knowledge, Skills, and Abilities:

1. Knowledge of regulatory compliance principles and practices
2. Knowledge and application of various instructional methodologies
3. Knowledge of applicable computer programming languages relative to the assignment

4. Skill in current and applicable hardware, software, and peripheral equipment
5. Skill in effective communication (both written and oral)
6. Skill in positive, productive, and flexible customer service
7. Skill in problem solving
8. Skill in project management principles, processes, and techniques
9. Skill in team building
10. Ability to develop and maintain effective and positive working relationships
11. 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.

- 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.

- Associate's degree in Computer Technology or a closely related field of study required.
- Bachelor's degree in Media Arts or a closely related field of study preferred.
- Three (3) to five (5) years of related experience with media design and instructional media required
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 an standard office setting; to remain in a stationary position for prolonged periods of time; to occasionally position self to perform duties; to move, transport, and/or position objects of light to moderate (up to 20 pounds) amounts of weight; to operate office equipment including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to effectively 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:

- Pre-employment background check