

Position Description

Job Title: Instructional Designer
Division: Academic Affairs
Department: Instructional Design & Technology
Last Update: 2.16.12
Supervisor's Position: Director, Instructional Design & Technology
FLSA Status: Exempt



The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required by the position.

Job Summary:

Develop program and course level curricula for the traditional face to face environment as well as the online/hybrid instructional environment. Responsibilities will include developing, revising and maintaining instructional models and content, and quality assurance in assigned courses and programs. In addition, working closely with faculty in course design, pedagogy instructional technologies will be a major part of this position.

Essential Duties and Responsibilities:	Approximate Percentage of Time
1. Perform Instructional Design tasks – <ul style="list-style-type: none"> a. Collaborate with faculty and other SME's to design/improve the online, hybrid and face to face curricula with a focus on aviation b. Collaborate with faculty to develop and implement multiple models for WATC course design c. Collaborate with SME's and WATC personnel in the development of new program areas as assigned 	30%
2. Perform Instructional Quality Assurance Task <ul style="list-style-type: none"> a. Review, update and implement quality assurance plans for online/hybrid environment courses. A successful plan will contribute to an increase in online student retention. b. Assessment and evaluation of instructional content 	35%
3. Perform Instructional Technology Tasks – 30% <ul style="list-style-type: none"> a. Facilitate the integration of instructional software into WATC course content b. Provide support for faculty/staff/students using the LMS c. Train faculty/staff/students on LMS functionality 	30%
4. Other Duties as assigned –	5%

Required Knowledge, Skills, and Abilities

- Knowledge of traditional face to face and online/hybrid instructional environments.
- Previous teaching/training experience in an educational setting.
- Ability to work with subject matter experts to develop curriculum related to programs in development
- Knowledge of instructional design/technology and adult learning principles
- Detail oriented with strong organizational skills.
- Ability to communicate effectively verbally and in writing.
- Exceptional customer service and interpersonal skills.
- Computer Skills – Microsoft Office elements

Education and Experience:

- Five to 10 Years of experience in the field.
- Bachelor's degree, is required with a Master's degree preferred

Working Conditions:

Occasional travel to other campuses, meetings and seminars may be required. Must be able to work in a multi-paced environment, managing multiple and competing priorities. Work schedule will be as needed and required by administration to accomplish assigned duties.

Employee Acknowledgement

Date

Supervisor Acknowledgement

Date