



**DATE ISSUED:** 02/14  
**FLSA:** Exempt  
**PTO:** VCS

## **JOB DESCRIPTION**

### **TITLE**

Instructional Designer I

### **JOB SUMMARY**

Provides support to ID IIs and ID IIIs as determined through consultation with direct supervisor. Delivers course-level instructional, design, and development support for teaching and learning activities as appropriate and under the direct supervision of the position's immediate supervisor. Prioritizes tasks in support of the design and development of F2F, hybrid and fully online courses. This position will maintain online faculty development materials in support of training and education work of the unit. Work is performed under general supervision and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

### **ORGANIZATIONAL RELATIONSHIPS**

*Reports to:* Associate Director of Teaching & Learning with Technology

*Supervises:* No supervisory responsibilities

### **ESSENTIAL DUTIES - May include, but not limited to the following:**

- Collaborates with ID IIs and IIIs to design and develop instructional activities and course elements for F2F, hybrid, and fully online courses.
- Organizes and prioritizes tasks from direct supervisor in support of the ID team.
- Administers and maintains online faculty development courses/resources for the Office of Teaching and Learning with Technology.
- Manages and updates resources to support students and instructors on a regular basis.
- Explores and makes recommendations for instructional technologies and software.
- Develops and delivers faculty development activities as requested by supervisor.
- Administer special project as directed.

### **ADDITIONAL DUTIES**

- Attends appropriate conferences and seminars to maintain up-to-date knowledge base of new instructional software and pedagogical techniques.
- Presents on topics related to teaching and learning using technology in the higher education environment at state, regional, or national conferences and meetings.
- Maintains active membership in professional organization(s) with tie to teaching and learning.
- Attends and supports special events sponsored by TLT.
- Performs other duties as requested.

### **EDUCATION**

Bachelor's degree in instructional technology, education, communications, information technology, information sciences, curriculum design or related field.

### **EXPERIENCE**

Two years of experience producing and delivering digital media, instructional materials and web pages in an educational environment. Experience with graphic and multimedia authoring software and website design software. Experience with online course management tools and web-based programming languages preferred.

### **REQUIREMENT**

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

### **KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:**

- Knowledge of modern computing, networking and communications systems.
- Ability to organize and work effectively with an understanding of organizational policies and activities.
- Proficient in communication, both oral and written.
- Advanced skills in the use of technology applications.
- Ability to integrate resources, policies and information for the determination of procedures, solutions, and other outcomes.
- Ability to handle multiple and simultaneous tasks.
- Ability to work effectively with a variety of groups.
- Ability to organize work and effectively with an understanding of organizational policies and activities.
- Detail oriented and organized.
- Ability to deal well with ambiguity and fast-paced change.

- Ability to deliver a positive customer service experience.
- Ability to use a personal computer and other office equipment, including related university software and email.

***PHYSICAL DEMANDS***

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel.

***WORK ENVIRONMENT***

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment.

***SAFETY***

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

***Employee Signature:*** \_\_\_\_\_ ***Date:*** \_\_\_\_\_

***Employee Printed Name:*** \_\_\_\_\_

***Texas Woman’s University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.***

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***Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran's status, or against qualified disabled persons.***

***All positions at Texas Woman's University are deemed security sensitive requiring background checks.***