**Instructional Design Specialist Standard Job Description**

**Classification Title:** Instructional Design Specialist

**FLSA Exemption Status:**Exempt

**Pay Grade:** 9

**Job Description Summary:**

The Instructional Design Specialist, under general supervision works as part of the Instructional Design team to assist in creating, redesigning, and maintaining web-based online courses. Monitors course development processes.

**Essential Duties and Responsibilities:**

**40% Course Design and Development**

* Supports the Instructional Designer with the design, redesign, and update of online courses.
* Provides assistance in design and development support to faculty in course redesign for web-based delivery.
* Collaborates with Subject Matter Experts in planning and scheduling the design and development of courses.
* Monitors course development progress and assists in assessing online course quality.
* Reviews course design maps.
* Facilitates faculty workshops for training in the use of learning management systems and instructional technology tools.

**20% User Training and Support**

* Trains users on course management technology.
* Conducts or assists with training workshops and seminars on the use of course management technology.
* Develops and updates tutorials and online resources.
* Assists and supports faculty in the development of web-based courses utilizing instructional technologies.
* Advises on course management and assists the instructional designer on course development and integration of media into curricula.

**20% Multimedia and Web Page Design**

* Creates and edits graphics, audio, and video.
* Designs and creates instructional web pages for faculty and others.
* Assists in the design and implementation of technology assessments.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Qualifications:**

**Required Education:**

* Bachelor’s degree in applicable field or equivalent combination of education and experience.

**Required Experience:**

* Two years of related experience in the design and development of online instructional materials.

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.
* Knowledge of word processing and spreadsheet applications.
* Knowledge of multi-media and software or related programs.
* Ability to multitask and work cooperatively with others.

**Additional Information:**

**Machines and Equipment:**

* Computer
* Telephone

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* This position is security sensitive
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU policies, regulations, rules and procedures
* All tasks and job responsibilities must be performed safely without injury to self or others in compliance with System and University safety requirements

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**