**Instructional Designer I P9 Standard Job Description**

**Classification Title:** Instructional Designer I P9

**FLSA Exemption Status:**Exempt

**Pay Grade:** 9

**Job Description Summary:**

The Instructional Designer I, under general supervision, supports the development of classroom, hybrid or online courses. Assist in the development of training for faculty and/or staff in areas of instructional design, andragogy, and best practices.

**Essential Duties and Responsibilities:**

**40% Course Design and Development**

* Collaborates with instructors and subject matter experts to design and develop online, blended, and web-enhanced courses.
* Leads course design and development projects.
* Assists with planning and coordinating materials with course instructors, instructional design teams, and multimedia teams.
* Identifies and recommends the use of instructional strategies, technologies, and applications.
* Designs online modules and assists with course review.
* Develops trainings, in collaboration with the Instructional Design Team, to assist faculty and staff in the development of sound instructional materials.

**20% Faculty Support and Training**

* Consults and supports faculty and staff with instructional design.
* Presents workshops and provides one-on-one training on various digital learning tools.
* Hosts scheduled office hours weekly to provide faculty with live support on learning management systems and third-party tools.
* Creates and reviews training documents and videos to support faculty in their use of digital learning initiatives.
* Reviews support tickets and responds accordingly.
* Maintains the layout and content of the repository available to faculty in an online environment.

**10% Evaluation and Improvement**

* Evaluates instructional tools and software prior to implementation.
* Reviews semester digital learning tool data on usage by faculty.
* Recommends support focus and future tool usage based on trends and best practices.
* Conducts analysis of support data and provides reports to relevant stakeholders.

**10% Project Management and Collaboration**

* Manages the overall design and development process for assigned projects.
* Collaborates with subject matter experts to design and develop instructional materials.
* Assists faculty throughout the design process and makes key recommendations based on best practices.
* Completes special projects related to the digital learning environment as directed.

**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:**

* No prior experience required.

**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 online course design principles and practices.
* Ability to present information clearly and concisely.

**Additional Information:**

**Machines and Equipment:**

* Computer
* Media Equipment
* 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**