**Instructional Designer III P12 Standard Job Description**

**Classification Title:** Instructional Designer III P12

**FLSA Exemption Status:**Exempt

**Pay Grade:** 12

**Job Description Summary:**

The Instructional Designer III, under general supervision, leads the development and support for the classroom, hybrid or online courses. Leads and manages the development of training for faculty and/or staff in areas of instructional design, andragogy, and best practices. Manages and leads project work.

**Essential Duties and Responsibilities:**

**30% Course Design and Development**

* Collaborates with instructors and subject matter experts to design and develop online and blended courses.
* Leads faculty and staff through the design process and makes key recommendations for instructional strategies.
* Manages course design and development projects and maintains online development resources.
* Oversees the planning and coordination of materials with course instructors and the instructional design team.
* Designs online modules and manages the course review process for quality assurance.

**20% Instructional Media and Technology**

* Designs, develops, and evaluates all instructional media products provided by Academic Technology.
* Assists faculty throughout the design process and makes key recommendations based on best practices.
* Researches, reviews, and recommends software, multimedia applications, and web-based educational technologies.
* Evaluates and implements media tools and software for the Media Studio.
* Provides pedagogical and technical support to faculty for creating online instructional content.

**20% Training and Support**

* Develops training materials to assist faculty and staff in the development of sound instructional media.
* Conducts both small group and large group training sessions for faculty on instructional design needs.
* Creates self-help documents and online tutorials to assist instructors with course management tools.
* Collaborates with university offices to co-host training sessions for faculty.

**10% Usability and Evaluation**

* Performs usability studies and creates reports to improve course and media quality.
* Tests new instructional technologies and evaluates educational applications for effectiveness.
* Maintains a standardized naming convention and organizational structure for instructional media materials.

**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:**

* Four years of related experience.

**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.
* Knowledge of Learning Management Systems and instructional technologies.
* Ability to present information clearly and concisely.

**Additional Information:**

**Machines and Equipment:**

* Computer
* Telephone
* Copier

**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**