**Instructional Materials Coordinator Standard Job Description**

**Classification Title:** Instructional Materials Coordinator

**FLSA Exemption Status:**Exempt

**Pay Grade:** 10

**Job Description Summary:**

The Instructional Materials Coordinator, under general supervision, designs and develops multimedia materials.

**Essential Duties and Responsibilities:**

**25% Multimedia Materials**

* Designs and develops multimedia materials for web-based and face-to-face educational course material.
* Develops, creates, and integrates graphics, photographs, and custom illustrations into online course material, presentations, and print resources.
* Edits and assembles final visual/audio materials.
* Ensures consistency and monitors technical quality of end products.
* Balances creative requirements with schedules, budgets, and resource limitations.

**20% Educational Course Material**

* Works with instructional designers and instructors to plan multimedia curriculum content.
* Collaborates in the design and review of educational course material.
* Collaborates with team to develop and disseminate advertising and promotional materials.
* Provides team leadership in development of advertising and promotional materials.
* Identifies appropriate multimedia technology solutions for teaching and learning.

**15% Work Assignments and Projects**

* Manages work assignments using project management tools.
* Meets post-production goals and deadlines.
* Identifies work process improvements.
* Supervises production support team.

**10% Multimedia Production and Equipment**

* Makes recommendations for the acquisition, operation, security, and maintenance of multimedia equipment.
* Troubleshoots technical issues and resolves operational problems with multimedia equipment and facilities.
* Plans and facilitates multimedia production including camera operation, set and lighting design, and audio production.
* Makes technical decisions on appropriate lighting, shooting angle, placement, and type of microphone, etc.

**5% Ensure Accessibility and Compliance**

* Oversees the multimedia captioning process to ensure alignment with guidelines, policy, and regulations for accessibility.

**5% Current Trends**

* Maintains awareness and knowledge of current design trends and advances in technology-mediated learning.

**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:**

* Three years of related experience in design with an emphasis on multimedia and e-learning.

**Required Licenses and Certifications:**

* None

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

* Ability to multitask and work cooperatively with others.
* Knowledge of word processing, spreadsheet, and database applications.
* Knowledge of desktop publications and graphic manipulation software, e-learning, web development, online course design principles and practices, and media applications.
* Knowledge of Adobe Creative Suite.
* Ability to present information clearly and concisely.
* Strong interpersonal and organizational skills. Ability to work in a collaborative team environment or work independently once given a project. Excellent communication and teamwork skills.

**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**