

Job Description – Instructional Learning Designer

University Classification: Instructional Learning Intermediate (102454) / Assistant (103325)

Working Title: Instructional Learning Designer

Work Location: Hybrid

FLSA Status: Exempt (Intermediate) / Non-exempt (Assistant)

JOB SUMMARY:

The Instructional Learning Designer plays a vital role in enhancing the quality of learning experiences within the School of Kinesiology. This position collaborates with faculty to implement effective instructional design strategies, develops engaging course content, and provides training resources to support faculty. Reporting to the Associate Dean of Undergraduate Education, the Instructional Designer ensures that instructional materials are accessible and effective, leveraging multimedia and emerging technologies to improve educational experiences and outcomes.

Note, that as this is a new position for the school, we anticipate that responsibilities and the percentage of time spent on specific job functions may shift and change over time.

RESPONSIBILITIES

Note: (EF) = Essential Function

Course Design (40%)

- Partner with faculty to apply instructional design strategies and accessibility standards for diverse learning needs, utilizing multimedia technologies and instructional software. (EF)
- Provide ongoing consultation and feedback on course design, with a focus on enhancing teaching, learning outcomes, and course assessments. (EF)
- Support the integration of new technologies and instructional methodologies into course frameworks, in collaboration with faculty. (EF)
- Partner with Kinesiology's student support staff including mental health counselors to integrate new technologies and methodologies to enhance student well being and academic success.

Develop and Facilitate Workshops (30%)

- Plan, develop, and conduct workshops and training sessions for faculty and staff on instructional design, use of technology tools, and generative AI applications. (EF)
- Create online workshops, webinars, and instructional materials to support faculty development. (EF)
- Evaluate the effectiveness of workshops and adjust content based on feedback. (EF)

- Assist in the creation of online tutorials and workshops housed in the School of Kinesiology's *TechKinect* online resource hub. (EF)

Media Production and Consultation (20%)

- Assist faculty in producing and editing multimedia content, including recorded lectures and educational videos. (EF)
- Provide technical guidance on best practices for media creation, ensuring compliance with accessibility standards. (EF)
- Maintain and enhance a library of instructional media resources for faculty use. (EF)
- Coordinate with the Director of Innovative Teaching and Learning to develop and create digital media content for courses and with faculty within the Rose Immersive Studio and Lab. (EF)

Research and Evaluation of Emerging Technologies (10%)

- Research and evaluate new instructional technologies and design theories.
- Offer strategic advice on implementing instructional technologies within the School of Kinesiology.
- Explore the integration of generative AI tools into teaching and learning, identifying best practices for enhancing course content and student engagement.
- Pilot test and assess the impact of new technologies on teaching and learning.

Other Duties as Assigned

- Act as one of the school's digital accessibility liaisons (EF)

SUPERVISION OF OTHERS: N/A**REQUIRED QUALIFICATIONS****Education:**

- Bachelor's degree in Instructional Design, Educational Technology, or a related field is required.

Experience:

- Minimum of 1 year of experience for the Assistant level, or a minimum of 2 years for the Intermediate level, in instructional design or a related field, preferably within higher education.
- Proven ability to develop and deliver training workshops and online educational resources.
- Experience with multimedia content production and accessibility standards.
- Familiarity with learning management systems such as Canvas and educational technology platforms.

Soft Skills:

- Strong verbal and written communication skills.
- Effective collaborator with faculty and staff, with a focus on inclusivity.
- Ability to adapt to new technologies and work independently.
- Strong organizational skills and attention to detail.
- Problem-solving abilities and a proactive mindset.
- Strong time- and task-management skills to successfully manage multiple priorities.
- Demonstrated vision and passion for creating learning experiences.
- Proven success with contributing to a positive workplace culture, and ability to consistently demonstrate our school's [Core Values](#)
- Knowledge of assessing learning outcomes and project outcomes.

Technical Skills:

- Proficiency in instructional design software and tools, including Articulate 360, Camtasia, and Kaltura.
- Knowledge of multimedia technologies and video production.
- Understanding of accessibility standards and ADA compliance.
- Familiarity with generative AI technologies and its application in educational settings to enhance content creation and student engagement.
- Experience with web conferencing tools and online collaboration platforms like Zoom and Google Meet.
- Ability to leverage data analysis and analytics to enhance instructional practices.

DESIRED QUALIFICATIONS

- Master's degree in a related field.
- Experience using online education platforms (e.g., Canvas, Blackboard, Coursera)

UNDERFILL STATEMENT

This position may be underfilled at a lower classification depending on the qualifications of the selected candidate.