

POSITION TITLE: INSTRUCTIONAL DESIGNER

1. Position Purpose:

The Instructional Designer will serve as the lead person working with faculty and other members of the Professional Development Center staff to design courses that support student achievement and attainment of learning outcomes. The Instructional Designer must understand the importance of the use of technology in enhancing and transforming the effectiveness of teaching and learning. The designer will supervise projects that involve the construction of courses, course pieces, and learning objects in the PMU Course Management System. The designer will work closely with the Director of the Professional Development Center to assist with the conceptualization, design and evaluation of a comprehensive program that develops skills of PMU faculty and professional staff with a focus on enhancing the university's student-centered learning environment and building PMU core competencies.

2. Major Duties and Responsibilities:

- Assists faculty in the educational design and development of learner-centered courses and related activities.
- Reviews and facilitates the selection of software applications for enhancing instruction.
- Advises faculty on appropriate instructional technologies for delivering or enhancing the course materials.
- Determines the best methods of instruction and assessment for the specific course and student audience.
- Prepares materials and provides workshops on best practices in instructional design.
- Works closely with the Professional Development Center's Instructional Media Specialist to ensure best practice in instructional modules in production.
- Reviews existing course materials and recommend revisions as needed.
- Works collaboratively with other Professional Development Center team members on center's the broad agenda promote excellence in teaching at PMU.
- Works with faculty on issues of intellectual property and on obtaining permission to use materials under copyright.
- Assists in the development and design of professional development programs for faculty and professional staff, including staff of the Learning Resources Center and the various divisions of Student Services.
- Makes recommendations on appropriate teaching strategies for various deliveries (for example, classes, workshops, online instruction) and audiences (including faculty, administrators, and professional staff).

- Collaborates with and assists faculty from all disciplines and the staff of the Learning Resources Center as they develop and incorporate learner-centric teaching and assessment strategies into courses, including e-courses
- Assists faculty who are specifically involved in the development of e-courses and make sure that SCORM compliance, and Section 508 standards are met.
- Performs other appropriate duties as determined by the Director of the Professional Development Center.

3. Reporting Line:

The Instructional Designer reports to the Director of the Professional Development Center.

4. Qualifications:

- Masters Degree in instructional design, curriculum and instruction, or a related field.
- The ability to speak and write fluently in English.
- Record of successful teaching in a college or university setting.
- Experience with a variety of pedagogical theories and teaching approaches, effective uses of technology to support instruction, and learning and program assessment strategies.
- Demonstrated organizational and management skills.
- Excellent oral communication skills and ability to write clearly, including the effective use of electronic mail, discussion boards, Blackboard, and other tools for communication.
- Familiarity with such authoring tools as Flash and Front Page, QuestionMark, Elluminate, Kaltura, Integrity and experience in supervising the use of these to construct online learning materials.
- Knowledge of faculty and staff development techniques and systematic approaches to research and evaluation assessment.