

University of Houston – Clear Lake

Position Description

Job Title: **Instructional Designer I**

Job Code: **3965**

Pay Grade: **004**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Bachelor's degree in Education, Instructional Technology or other related field including coursework in instructional design and Web development	Graduate course work in Education, Instructional Design, or Instructional Technology.
Experience	One year of professional experience in instruction or training. Some experience with curriculum decisions.	Professional experience in Web or Multimedia design and development.
License/Certification		

This position may be security sensitive requiring a background check of the final candidate.

POSITION SUMMARY

The **Instructional Designer I** is an entry level member of UHCL's Instructional Technology Team who assists university faculty members in creating and modifying instructional materials for delivery in technology enhanced environments or through computer mediated communications. The **Instructional Designer I** creates course materials that facilitate student learning, repurposes existing learning modules to take advantage of technology delivery, and modifies pre-packaged course material available from publishers.

Duties and responsibilities	% Time
Creates, implements and manages online course development strategies in partnership with course instructor. Strategies to include supporting university faculty by analyzing characteristics of students and learning environments; developing course learner outcome statements; writing instructional goals and objectives; providing recommendations on navigation and look and feel; and suggesting instructional strategies and technologies.	60
Participates and coordinates, where appropriate, related web development and course work by other team members and specialists. Examples include, but are not limited to, assisting other instructional designers with course development, web developers with site and page development, and responding to needs of course instructors	15
Modifies and creates instructional materials and content for the WWW.	15
Participates in meetings and activities with project team and overall group Team. Related duties as requested by supervisor. Assists in making presentations to professional organizations, UH- System groups, or UHCL staff. Participates in UH-System Instructional Design activities.	10

This position description describes the general qualifications, duties and responsibilities of work being performed.