

# University of Houston – Clear Lake

## Position Description

Job Title: **Instructional Designer II**

Job Code: **3966**

Pay Grade: **005**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

### QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Bachelor's degree and graduate course work in Instructional Design, Instructional Technology, or related study.	Master's degree in Instructional Design, Instructional Technology, or appropriate related field.
Experience	One year of professional experience in instruction or training, including creating and delivering materials. Experience in assessing the quality of materials for education and/or training. Six months of professional experience in Web and/or Multimedia design and Web development. Success as part of one or more project teams. Experience in technical writing, copy editing, meeting management, and project management.	Experience delivering and taking online courses. Experience in the environment of a public university. Experience interacting with university faculty. Extensive experience in project management, team leadership, meeting management, mentoring, and supervision (Manager-on- Duty). Involvement in organization level planning decisions.
License/Certification		

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

### POSITION SUMMARY

The Instructional Designer II (ID II) is an intermediate level staff position. Day-to-day, the ID II typically works with and for subject matter experts and other instructional technology users. S/he may work solo or lead a small team to design and develop multimedia instructional materials to facilitate student learning, UHCL communication, and technology-user support. These materials generally are for WWW delivery. May apply templates, re-purpose existing modules, and modify packaged course materials available from publishers. May consult on and lead non-instructional projects such as portal sites and presentations. May plan, coordinate, deliver, and support one-on-one and group face-to-face training for faculty and others. Provides technical support for product users. Mentors new employees in the Media and Instructional Projects sub unit of University Computing and Telecommunications. May be called upon to step in as 'manager-on-duty', and to lead a variety of efforts within the unit.

Duties and responsibilities

% Time

Liaison with service requesters and subject matter experts to interpret wants and needs, counsel, scope projects, and coordinate for involved services (e.g., graphics, applications). For a given course or training session, often creates a project design document and leads the project team in implementing the instructional strategies therein. May advise on - or co-create - instructional objectives, strategies, activities, and assessments. May design or suggest navigation and look and feel for materials.	20
Develops, edits, and modifies instructional materials for the WWW and for the WebCT course delivery platform. Sometimes modifies templates and pre-designed courses for Web-based courses; other times leads and coordinates the development of original designs.	20

May plan, coordinate, and be among those delivering one-on-one and group info-tech training - typically for instructors; sometimes for staff, students, or colleagues. The topics typically involve use of the University's Course Delivery Platform (currently WebCT), online course delivery in general, and instructional design-related topics.	15
Participates in UHCL,UH-System, and related Instructional Design activities including presenting and/or assisting in making presentations.Communicates clearly, consistently, and in detail on projects' status with team and administration.	15
Contributes in meetings and activities with project teams, other sub-units, and UCT. Mentors new employees in the Media and Instructional Projects sub unit of University and Computing Telecommunications. May take the lead on staff searches and other non-routine projects.	15
Performs as Manager on Duty (MOD). Contributes to user technical support efforts (generally for faculty and students). Actively maintains professional development in Instructional Design, Project Management, online teaching and learning topics and platforms, and related areas.May speak on a very fundamental level for others' roles in the department as necessary. Related duties as requested by supervisor.	15

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