

University of Houston – Clear Lake

Position Description

Job Title: **Instructional Designer III**

Job Code: **3967**

Pay Grade: **006**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

| | REQUIRED | PREFERRED |
|-----------------------|---|--|
| Education | Master's degree in Instructional Design or Instructional Technology including course work in Web-based and/or Multimedia design and development. | Doctorate in Instructional Design or Instructional Technology including course work in Web-based and/or Multimedia design and development. |
| Experience | One year professional work experience in Web or Multimedia design and development. Five years experience in instruction or training. One year of experience in a managerial role. | Additional experience in an adult or higher education setting as a faculty member or professional member of a Web or Multimedia design team. |
| License/Certification | | |

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

POSITION SUMMARY

The Senior Instructional Designer is a leadership member of UHCL's Instructional Technology Team who works with university faculty to conceptualize, design, and produce instructional materials to be delivered in technology enhanced environments or through computer mediated communications. The Senior Instructional Designer provides team coordination, quality assurance, copyright compliance, content organization, visual expression, structure, and navigation of course elements. The Senior Instructional Designer assists in directing the instructional design initiative by working with the Assistant Director and Director, conducting interviews for other instructional design positions, reviewing design documents and work produced by other Instructional Designers, providing training to other Instructional Designers and university faculty, consulting to provide direction in Instructional Technology initiatives, and managing processes in the absence of the Assistant Director and Director.

| Duties and responsibilities | % Time |
|--|--------|
| Supports university faculty by analyzing characteristics of students and learning environments; developing course learner outcome statements; writing instructional goals and objectives; assisting in structuring course content, provides navigation and look and feel; and suggesting instructional strategies and technologies. | 40 |
| Develops instructional materials for the WWW. Coordinates related Web development work by other team members and specialists | 20 |
| Creates a detailed design document for each course. Reviews and gives feedback on the design documents of other Instructional Designers. Communicates on projects status consistently and in detail with Team and administration. Provides training, support and/or assistance to faculty, staff, and colleagues who are engaged in the instructional design process or delivering web-based instruction | 15 |
| Supervises the work of Instructional Designers, Instructional Specialists, graduate students interns, | 15 |

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|---|----|
| and other student workers. Maintains fluency with current research in instructional design, web instructional strategies, web development technologies, and related practices and processes, and occasionally develops documents related to design & process improvement. Writes for publication or makes presentations to professional organizations, UH-System groups, or UHCL staff. Represents UHCL and the ITC in UH-System Instructional Design activities. Participates in meetings and activities with project team and overall group Team. | |
| Related duties as requested by supervisor. | 10 |

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