Instructional Designer I
Job Description

JOB INFORMATION

Effective Date	7/28/2022
Job Code:	3965
Job Title:	Instructional Designer I
Salary Grade/Structure:	003 - Computing
Career Level Name:	P1 - Entry Professional
FLSA Name:	Exempt
EEO Code:	10-Exec, Admin, Mgmt
Job Function:	Academic Affairs
Job Family:	IT Instructional Design
Job Summary	The Instructional Designer I is an entry-level member of UHCL's Instructional Design and Technologies 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, re-purposes existing learning modules to take advantage of technology delivery, and modifies pre-packaged course material available from publishers.

COMPETENCIES

Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

QUALIFICATIONS

Education

Education Level	Education Details	Required/ Preferred	
Bachelor's Degree	Degree in Education, Instructional Technology, or related field including coursework in instructional design and web development.	Required	
Master's Degree	Degree in Education, Instructional Technology, or related field including coursework in instructional design and web development.	Preferred	

Work Experience

Experience	Experience Details	Required/ Preferred	
Less than 3 yrs	Minimum one year of professional experience in instruction or training. Some experience with curriculum decisions.	Required	
Some	Experience with Learning Management Systems in a Higher Education environment.	Preferred	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Preferred	

Knowledge, Skills and Abilities

	KSAs	Proficiency
•	Ability to work through the troubleshooting process and differentiate between client-side and server-side issues during the troubleshooting process.	Skilled
•	Ability to assess educational needs, evaluate course effectiveness, develop course learner outcome statements and write instructional goals and obiectlves.	Skilled
•	Ability to work with a team in a deadline-oriented environment. Ability to plan, lead, and manage a project to timely completion.	Skilled
•	Ability to quickly learn and adapt to new software and hardware.	Skilled
•	Ability to use common business applications, such as word processing, spreadsheets, desktop publishing, database and presentation software.	Skilled
•	Excellent communication skills; both oral and written as well as professional interpersonal skills.	Skilled
•	Knowledge of and skill in various instructional system design models, with the ability to evaluate and appropriately apply across multiple course development projects.	Skilled
•	Ability to use multiple operating systems and web browsers.	Skilled
•	Ability to work productively with a variety of persons representing diversity in temperament, skill level, attitude, time orientation and educational philosophy.	Skilled

JOB RESPONSIBIILTIES

Campus Security Authority   ☐

Remote Work Capable   ☒

Essential Functions

	Essential Function	% TIME
•	Guides faculty through the design and development process. Develop course development project plans and execute accordingly. Provide guidance and support, which may include wrltlnQ and rewritinq obiectives as well as evaluation contents and activities.	25%
•	Provides consultation and/or assistance to faculty, staff, and colleagues regarding emerging instructional technologies. Provides instructional technology support to faculty as needed.	25%
•	Guides faculty through the minimum standards (formerly Quality Assurance) requirements and process. Provide consultative practices of web-based instruction and accessibility. Conducts minimum standards reviews.	20%
•	Designs, develops and delivers presentations to professional organizations, UH- System groups, or 10%UHCL staff. Participate in UH-System Instructional Design activities.	10%
•	Coordinates related instructional technology work by other University Computing and Telecomnunications specialists. Participate and collaborates on regular updates to the university's learning management system.	5%
•	Actively maintains professional development in Instructional Design, Project Management, online teachino and learning topics and platforms, and related areas.	5%
•	Develops documentation and content to address business operations as well as faculty and student suooort needs.	5%
•	Perform additional duties as assigned	5%

PRE-EMPLOYMENT

MVR:	No
Criminal History:	Yes

Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

PHYSICAL DEMANDS/WORKING CONDITIONS

Office and Administrative Support

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				
Carrying		X				
Pushing		X				
Pulling		X				
Climbing		X				
Balancing		X				
Stooping		X				
Kneeling		X				
Crouching		X				
Crawling		X				
Reaching		X				
Handling			X			
Grasping			X			
Feeling		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise			X		
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Travel Requirements

Estimated Amount	Brief Description

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