Position Title: Instructional Design Specialist
Department: Office of Online Learning and Continuing Education
Reports To: Director

The following statements are intended to describe the general nature and level of work to be performed and are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All duties listed are essential functions for the position. It is understood that other related duties may be assigned.

**General Function (Description):**

The Instructional Design Specialist (IDS) collaborates with faculty to design innovative learning experiences for blended/hybrid, and online courses for delivery via the CAU Learning Management System (CANVAS). The IDS is responsible for using computer software and other technologies to streamline education courses for students and professionals. Their duties include consulting with subject experts to determine the efficacy of their course designs, transfer courses into online formats and create asynchronous learning experiences utilizing the learning management system, e-Learning authoring tools, instructional strategies, and digital learning tools.

**Examples of Duties and Responsibilities:**

The Instructional Design and Technology Specialist position is responsible for the following duties:

- Consult with faculty on integrating the student-centered features of the LMS into the curriculum for blended/hybrid, and online courses.
- Prepare student-facing support materials for online and hybrid instruction or lab experiences, in consultation and/or collaboration with faculty content experts.
- Assist faculty with the selection of instructional strategies, articulation of measurable learning outcomes (course and module).
- Advocate for and research best practices for teaching and learning.
- Analyze instructional problems and develop and implement potential solutions to these problems.
- Design content to optimize learning including integration of learning supports.
- Create visual, audio, and interactive learning tools.
- Review courses during the design, development, and delivery phases for sound pedagogical and instructional design practices.
- Serve on online course review teams.
- Support incorporation of innovative methods of content delivery in the online and HyFlex, environments using appropriate technologies.
- Analyze and evaluate new instructional tools and technologies and recommend appropriate tools and approaches to improve course design and delivery.
- Ensure that online educational resources are accessible, updated and functioning properly.
- Manage special projects and perform other duties as assigned by the Associate Provost or the Director of CAU Online.
Knowledge, Skills and Abilities:

The ideal candidate will possess the following:

- Master’s degree in instructional design, education, curriculum and instruction.
- Teaching experience particularly online teaching in a higher education setting.
- Minimum of five years of experience in higher education in each of the following areas:
  - training and consulting with faculty on designing traditional, blended/hybrid, and online courses;
  - using and supporting the implementation of digital learning tools;
  - Using and supporting advanced features of learning management systems; and
  - integrating digital learning applications into course pedagogy.
- Demonstrated ability to:
  - support a diverse group of faculty with varied technological skill levels;
  - effectively manage multiple projects;
  - work collaboratively with a team as well as independently on projects;
  - demonstrate a high level of professionalism and commitment to achieving excellence; and
  - adapt to changing priorities and short deadlines.

Also, the candidate must possess advanced knowledge and/or skilled proficiency in the following:

- Canvas Learning Management System or other LMS platform;
- Universal design and creation of ADA compliant online courses,
- proficiency with multimedia authoring tools (Articulate 360 is preferred).
- Digital Learning Platforms/courseware.
- PCs and Apple devices (Windows 10 and Apple iOS).
- Microsoft Office 365.
- Graphics software (Adobe InDesign, Photoshop, and Illustrator are preferred).
- Variety of web tools and applications; and
- Instructional media equipment.

Exceptional organizational, interpersonal and written communication, and team performance skills are required.

Minimum Hiring Standards:

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<tr>
<th>Education</th>
<th>Bachelor’s degree required; Master’s Degree preferred</th>
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<tr>
<td>Years of Experience</td>
<td>Three or more years of successful Instructional Design experience at a college, university, or similar setting.</td>
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<tr>
<td>Years of Management/Supervisor Experience</td>
<td>N/A</td>
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