



The University of Texas at San Antonio™

Job Description

Job Title:	Senior Instructional Designer	Job Family:	Educational Support
Type:	Classified – Exempt	Job Code:	18107
Department:	Distance Learning & Academic Technology	Salary Grade:	63
Reports to:	In accordance with departmental policies	Created/Revised:	09/2022
Work Modality:	On Campus		

This position is part of a market adjustment implemented in Spring 2022. New hires salary offers should at least be at the minimum salary established for this position based on the market adjustment. Please contact Compensation at compensation@utsa.edu with any questions.

Job Summary

Provide leadership and instructional design expertise in the development and support of academic courses and specialized educational programs.

Core Responsibilities

1. Responsible for overseeing and performing electronic course design through partnerships with faculty and staff.
2. Collaborates and consults with faculty on instructional design issues and needs; provides advice on the effective use of web-based resources, multimedia technologies and instructional software systems to improve teaching both online and on-campus.
3. Serves as a project manager, leading students and support staff in the design and production of web pages and online courses.
4. Oversees and performs development of curriculum guides for courses and/or program components. Designs and supervises the production of learning resources in a variety of formats including print, graphics, audio, video, and animation technologies to support curriculum offerings.
5. Leads teams and individuals in the design, development, and production of electronic delivery methods.
6. Consults with individual or groups of faculty on the optimal design of curriculum and instruction.
7. Keeps abreast of technological advances and makes recommendations for
8. multimedia software for purchase and use.
9. Assists with special projects, as assigned.
10. Promote a culture of safety and environmental protection by working in a safe manner; immediately reporting unsafe situations, spills, and accidents; following University safety plans/procedures/protocols; and participating in appropriate safety training.
11. Demonstrates UTSA core values: Integrity, Excellence, Inclusiveness, Respect, Collaboration, and Innovation.
12. Performs other duties as assigned.

Minimum Requirements

Education/Certifications

- Bachelor's degree in Instructional Design or a Technology related field from an accredited institution.

Experience

- Four years of experience working with instructional/educational technology and online course design.
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Knowledge Skills & Abilities

- Personal computer and standard office equipment.
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Core Competencies

*Instructions: Select the appropriate Competency section below based on position. **Options:** Individual Contributor (IC), People Leader (PL), or Executive (Exec). Delete this instructions paragraph, Competency header (IC, PL, or Exec), and other Competency sections not applicable to position.*

Individual Contributor:

Customer Focus, Dealing with Ambiguity, Functional and Technical Skills, Action Oriented, Self-Development

Working Conditions**Working Environment:**

- Office Environment.
- May occasionally work overtime.

Physical Demands:

- Describe any Physical Demands of the Position