



The University of Texas at San Antonio™

Job Description

Job Title:	Instructional Designer	Job Family:	Education Support
Type:	Exempt	Job Code:	18108
Department:	Job available in different departments	Salary Grade:	62
Reports to:	In accordance with specific department policies	Created/Revised:	7/14/2022
Work Modality:	On-Campus		

This position is part of a market adjustment implemented in Spring 2022. New hire 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

Provides instructional and program design expertise for the development and support of academic courses, specialized educational programs, and staff and faculty training and development. Works with experts, subject matter experts and staff to provide support in online design and development.

Core Responsibilities

Typical:

1. Participates in the development of instructional materials curriculum and content.
2. Designs and supervises production of learning resources in a variety of formats. Supports instruction through creation of various learning resources by using creative approaches to produce beta lesson skeletons, outline video content; researches other resources to help in the creation process; facilitates internal and external communication to brainstorm different options; scripts videos or activity designs.
3. Collaborates with faculty, subject matter experts (SMEs), training coordinators and audiences on instructional design issues and needs.
4. Consults with individual or groups of faculty, SMEs and training coordinators on optimal design of curriculum and instruction, and effective uses of multimedia.
5. Responsible for the production of online courses, tutorials, modules and videos.
6. Develops interactive, web-based content applying learning theory.
7. Actively participates in the project planning to effectively deliver finished products before established deadlines.
8. Stays current with trends in innovative use of technology in teaching and learning.

Periodic:

1. Participates in committees and task forces.
 2. Performs other duties as assigned.
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Minimum Requirements

Education/Certifications

- Bachelor's degree from an accredited institution.

Preferred Education/Certifications

- Master's degree from accredited institution

Experience

- 2 years experience working with on-line course design and development.
- Experience working with Learning Management Systems (LMS), such as Blackboard, WebCT, Moodle, etc.
- Working knowledge of HTML, as well as other popular Web design formats. Knowledge of current trends and best practices in instructional software, Web 2.0/social media multimedia applications and web-based educational technologies.

Preferred Experience

- Experience working with HTML and CSS.
- Experience with online authoring software and editing and developing multi-media through current software applications e.g. Flash, Dreamweaver, Premier, Captivate, Respondus, Photoshop, etc.

Knowledge Skills & Abilities

- Ability to work in a team environment.
- Evidence of creativity. Excellent communication skills.
- Ability to work on a variety of tasks simultaneously.
- Similar experience at the project manager level in higher education environment.
- Experience providing instructional and program design expertise for the development and support of academic courses, specialized educational programs, and staff and faculty training and development.
- Experience working with faculty, training coordinators, program coordinators and subject matter experts in course design and development.
- Use of standard office equipment and standard audio/visual equipment.

Core Competencies

Individual Contributor:

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

Working Conditions

Working Environment:

- Usual office conditions.
- May be required to travel between campuses.

Physical Demands:

- May be required to lift up to 25 pounds of equipment with or without accommodation.