

The University of Texas at San Antonio

Position Description

Job Title: Instructional Design Assistant
Code: 18119
Salary Grade: 55
FLSA Status: Non-Exempt
Department/Division: Job available in different departments/divisions
Reports To: In accordance with specific departmental policies

Summary

Function: To assist in developing online or classroom training materials for faculty and students, in support to the academic mission of the university.

Scope: Responsible for performing tasks related to pre and post-production of training materials for distribution in diverse media formats and to be uploaded in a course management system.

Duties

• Typical:

1. Collaborate in the creation of scripts and storyboards.
2. Submit new and update instructional content for online courses utilizing the course management system.
3. Assist with the staging, recording, editing and testing of media productions for distribution in diverse media formats.
4. Assist in editing, rendering and converting digital image, audio, and video files suitable for web-based courses.
5. Evaluate and use diverse instructional and multimedia software applications

• Periodic:

1. Assist with diverse tasks related to managing projects
2. Assist with diverse tasks related to design and evaluation processes.
3. Assist in video recording.
4. Other duties as assigned.

Education

Required	Preferred
Associate Degree in Instructional Technology, Digital Media, Web Design, Interactive Media, or a related field.	Bachelor's Degree in Instructional Technology, Information Management, or a related field.

Other Requirements

Required	Preferred
Able to work effectively in a collaborative environment.	Ability to learn quickly and apply the acquired knowledge.
Outstanding oral and written communication skills.	
Ability to work efficiently in the busy environment to deliver outcomes before established deadlines.	
Criminal Background check (CBC)	

Experience

Required	Preferred
1 year of experience with course management and/or learning management systems, such as Moodle, WebVista and Blackboard or related system.	Experience with diverse multimedia authoring software (Captivate, Photoshop, Premiere, Soundbooth, etc).
Thorough experience working with HTML 5 and good knowledge of other popular Web design formats.	Experience with media and video production (graphics, animation, photography, digital audio, filming, video editing, staging, setting up equipment etc).
An awareness of current trends and best practices in instructional software, Web 2.0/social media, multimedia applications and web-based educational technologies.	Experience in a higher education environment.
	Experience testing instructional modules using diverse browsers.
	Knowledge of web accessibility and usability best practices.

Equipment

Required	Preferred
Use of standard office equipment.	Use of high-end production or audio/visual equipment.
Use of standard audio/visual equipment	Use of diverse mobile device applications

Working Conditions

Usual	Special
Usual office conditions.	May be required to travel between campuses.
Able to lift up to 50 pounds of equipment.	

Supervision

Received	Given
Associate Dean for Information & Technology Management.	N/A

Accuracy

Attention to details and proficiency in all phases of duties are required.
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Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.
