



The University of Texas at San Antonio™

Job Description

Job Title:	Instructional Design Manager	Job Family:	Education Support
Type:	Exempt	Job Code:	18140
Department:	Digital Learning	Salary Grade:	63
Reports to:	Executive Director, Teaching & Learning Experiences	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

Supervise the instructional design and development team providing mentoring, guidelines and expectations for the delivery of online courses for special initiatives, programs and certificates. Responsible for enabling engaging learning experiences by leading a team in producing high quality online courses that promotes student success.

Core Responsibilities

Typical:

1. Supervises the instructional design and development team and mentors each team member to support the department growth in accordance with the university initiatives, mission and vision.
2. Provides instructional design principles and guidelines to ensure quality, accessibility and consistency for the online delivery of certificates and programs.
3. Design and develop learning strategies and solutions that are performance focused, effective, engaging and innovative.
4. Manages the course development production; develops and maintains operational and programmatic goals and practices for instructional design.
5. Assists the Director of Digital Learning with reviewing course developments to ensure they progress on schedule, meet design standards, and adhere to applicable laws and university policies.
6. Manages resources including onboarding, training, coaching, development, compliance, and resource allocation.
7. Develops weekly reporting on all projects assigned and completes workflow trackers. Creates, builds, and distributes custom analytics and reports based on goals and metrics. Report on successes and lessons learned.
8. Conducts needs analysis with stakeholders and subject matter experts to define instructional objectives, outcomes and overall requirements of learning solutions for any modality of course delivery.
9. Perform quality reviews of courses designed and developed by the team and coordinates the delivery of incentives.
10. Performs other duties as assigned.

Periodic:

1. Keeps abreast of methodologies for online education and cooperates with national and international associations to promote UTSA's online presence.
 2. Keeps abreast of technological advances and makes recommendations for multimedia software for purchase and use.
 3. Assists with special projects, as assigned.
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Minimum Requirements

Education/Certifications

- List minimum Education or Certifications required
- Ex. High school graduate or equivalent
- A Master's degree in Instructional Design, Learning Sciences, Educational Technology, or a similar field.

Preferred Education/Certifications

- PhD in Educational Technology or a related field from an accredited institution.

Experience

- Five years of experience working with instructional/educational technology and online course design for programs and certificates to include at least two years' experience in managing instructional design and development staff.
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Knowledge Skills & Abilities

- Knowledge of and practical application of Adult Learning Theory and Instructional Design principles.
 - Excellent time management skills with ability to plan, prioritize, monitor, and respond to changes quickly.
 - Proven skills in writing reports, proposals, web and traditional publishing platforms.
 - Ability to develop a vision for adopting emerging digital learning approaches and technologies that enhance teaching and learning needs for course design.
 - Ability to plan, direct, implement and evaluate online certificates and programs.
 - Standard office equipment.
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Core Competencies

People Leader:

Decision Quality, Managerial Courage, Developing Direct Reports, Dealing with Ambiguity, Business Acumen, Strategic Agility

Working Conditions

Working Environment:

- Normal office conditions.

Physical Demands:

- Sedentary work; sitting most of the time. Jobs are sedentary, if walking and standing are required, only occasionally.
- Exerts up to 10 lbs. of force occasional