

Sul Ross State University
Position Description

Official Title: Instructional Designer - HITAP Grant **Salary Group:** Unclassified (2) **Job Code:** 3806

Summary

Function: Work with Faculty and Project staff to create distance learning opportunities.

Scope:

Duties

Essential: Collaborate with faculty and HITAP staff to design and develop course materials for distance delivery; Assist faculty/staff in identifying, designing, testing online strategies/methodologies; Coordinate with Technical Specialist to develop or contract relevant online student services; Coordinate and conduct faculty and staff training in distance education technology and resources. Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times. Other HITAP duties as assigned.

Non-Essential:

Supervision

Received: HITAP Activity Director

Given: None

Education

Required: Bachelor's Degree

Preferred: Master's Degree in Curriculum Development, Instructional Technology, or related field.

Experience

Required: Three years of experience designing, organizing, and implementing distance curricula; Demonstrated ability to work on multiple complex projects; Demonstrated ability to relate well to college faculty/staff

Preferred:

Equipment/Skills

Required: Excellent verbal and written communication skills.

Preferred:

Working Conditions

Usual: Exempt from overtime provisions. Position is Security Sensitive.

Any qualifications to be considered as equivalents, in lieu of stated minimums, require the prior approval of the Human Resources Director.

Date revised: June, 2012