

Class Code:0209
Position #: PSA..(E) 8486
Developed by:.....DG
Reviewed by:.....SG
Approved by:.....LK
Date:..... 2/5/2013

University of Rhode Island
Position Description

TITLE: Specialist, Instructional Design

DIVISION: Academic Affairs (Office of the Provost)

REPORTS TO: Director, Learning, Assessment, and Online Education

GRADE: 12

SUPERVISES: Professional and Support Staff; Graduate and Undergraduate students

BASIC FUNCTION:

Work independently with faculty and faculty teams to develop and design high quality and effective online, and technology-enhanced teaching and learning initiatives, and to implement best instructional design, pedagogical, and assessment practices in online, blended, and technology-enhanced courses across the University.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Analyze the instructional design needs of departments, majors, programs, and courses that are moving to an online, blended, or technology-enhanced environment.

Collaborate closely with faculty on creating and adapting courses for an online or blended environment by guiding and supporting them as necessary on the creation of objectives, sequencing of instruction, use of assessments, and design of course materials through one-on-one consultations.

Work with departments to design and develop templates for online courses and master classes.

Continuously assess and address the needs of faculty to improve the effectiveness of instruction.

Design and conduct online and face-to-face training for faculty on teaching in an online or blended format and develop training materials.

Specialist, Instructional Design (PSA - 0209)
Page 2 of 3

Review online and blended courses for quality assurance as needed or requested; ensure accessibility standards and ADA requirements are being met in online courses.

Assist with development and education of fair use guidelines for online educational materials.

OTHER DUTIES AND RESPONSIBILITIES:

Research and evaluate emerging instructional web technologies, tools, and digital media and make recommendations for use; integrate technological innovations into the development process.

Work closely with the Office of Media and Technology Services and the Coordinator of Online Education.

Travel both locally and nationally.

Perform other duties as required.

LICENSES, TOOLS, AND EQUIPMENT:

Personal computers, printers and word processing, database management, learning management systems and spreadsheet software; Macintosh OS; Windows OS; Mobile OS. Experience with Template Design, multimedia hardware and software, development of courseware in HTML, Flash (with ActionScript programming) and other tools such as Articulate, Captivate, Camtasia, etc.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED:

- Master's degree in Education, Instructional Design, Instructional Technology, or related fields from an accredited college/university;
- Minimum of 3 years of experience in a combination of classroom teaching in higher education, instructional design, or online teaching;
- A demonstrated thorough knowledge and understanding of the principles of adult and student learning;

Specialist, Instructional Design (PSA - 0209)
Page 3 of 3

- Demonstrated experience using Quality Matters, Sloan-C, or other online course best practices indicators;
- Demonstrated experience with Template Design, multimedia hardware and software, development of courseware in HTML, Flash (with ActionScript programming) and other tools such as Articulate, Captivate, Camtasia, etc.
- Demonstrated significant experience designing online courses and demonstrated experience designing course assessments to meet a wide range of student learning outcomes;
- Demonstrated experience in multi-media development and designing materials for web-based environments;
- Demonstrated experience ensuring online/blended courses meet ADA and accessibility guidelines;
- Demonstrated strong leadership and interpersonal skills, with the ability to communicate effectively verbally and in writing with diverse audiences;
- Demonstrated ability to organize, coordinate, and supervise support staff;
- Demonstrated excellent organizational and problem solving skills;
- Demonstrated ability to interpret and adhere to institutional policies, plans, objectives, rules and regulations, and standards, and to communicate the interpretation to others.
- Ability to travel locally and nationally.

PREFERRED:

- Demonstrated experience providing effective customer services, preferably in higher education; demonstrated experience evaluating products and preparing and presenting reports.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.