

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2011**

E-LEARNING INSTRUCTIONAL DESIGNER – OPEN CAMPUS

FLSA STATUS: EXEMPT - PAY GRADE: 22 - P

**JOB FAMILY: MULTIMEDIA & CREATIVE/GRAPHIC DESIGN
JOB FUNCTION: COMMUNICATIONS**

GENERAL STATEMENT OF JOB

The E-Learning Instructional Designer is responsible for performing duties related to the planning, development, and delivery of distance learning instructional courses. This position applies project management skills as it leads in the design, redesign, development and delivery of distance-learning course materials; identifies problems and recommends solutions to the design, redesign and development of online courses.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Lead teams in the design, redesign and implementation of on-line courses.

Convert traditional courses into distance learning modes. Develop courses, instructional materials and other electronic instructional information consistent with adult learning theory for delivery through distance learning.

Train faculty and staff on technical and pedagogical skills necessary for developing and delivering interactive and engaging distance learning courses.

Coordinate, oversee and participate in the development of the project work plan; monitor workflow; review and evaluate work products, methods and procedures.

Supervise as technical lead to staff to include prioritizing and assigning work and monitoring work for technical compliance and quality.

Provide guidance for curriculum and/or instructional program development, equipment and implementation; evaluate results and make appropriate modifications in multi-campus and cross-functional activities.

Perform needs assessment.

Serve on a variety of internal and external committees.

Interpret and apply department policies and procedures and assure compliance with local, state, and federal requirements.

Participate in the planning for current and future College distance learning needs.

Perform other duties, as assigned.

SUPERVISION RECEIVED

Supervision is received from the appropriate supervising administrator.

SUPERVISION EXERCISED

Supervision is exercised over assigned staff.

MINIMUM QUALIFICATIONS

A bachelor's degree from an accredited institution in a related field supplemented by three (3) years of related work experience.

PREFERRED QUALIFICATIONS

A master's degree in Instructional Design from an accredited institution. A minimum of three (3) years of experience designing and delivering distance learning instructional courses; proven project management experience; knowledge of instructional design principals and technologies associated with distance learning.

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS**

Physical Requirements: Must be physically able to operate a variety of machines and equipment including computer, office equipment, telephone, etc. Physical demands are essentially those of sedentary work. Tasks may require extended periods of time at a keyboard or workstation.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of documentation, files, accounts, and equipment.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes issuing and receiving assignments, instructions, and/or directions.

Language Ability: Requires ability to read standard English, as well as basic technical data, policy and procedure manuals, codes, etc. Requires the ability to prepare forms and reports using prescribed formats. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

Intelligence: Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret a variety of instructions or inquiries furnished in written and/or oral form; to acquire knowledge of topics related to occupation.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, and to follow oral/written instructions. Must be able to communicate effectively with co-workers, the public, and students.

Numerical Aptitude: Must be able to add, subtract, multiply and divide; calculate decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in operating modern office equipment and machinery.

Manual Dexterity: Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: May not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under moderate levels of stress, imposed by frequent deadlines, peak workloads, or public/student contact.

Physical Communication: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

Effective 8/11