

**FLORIDA STATE COLLEGE AT JACKSONVILLE  
JOB DESCRIPTION, 2016**

**E-LEARNING JUNIOR INSTRUCTIONAL DESIGNER - OPEN CAMPUS**

**FLSA STATUS: EXEMPT - PAY GRADE: 17 – P**

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

**GENERAL STATEMENT OF JOB**

The E-Learning Junior Instructional Designer is responsible for performing duties related to the planning, development, and revision of distance learning instructional courses. This position assists the eLearning Instructional Designer 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**

Assist in the design, development, and implementation of online courses.

Assist in the redesign of traditional courses into distance learning delivery modes.

Provide knowledge relating to new instructional techniques and practices relating to the use of technology.

Participate in training faculty and staff on technological and pedagogical skills necessary for developing and delivering interactive and engaging distance learning courses.

Assist eLearning Instructional Designers in designing and developing courses, including instructional materials, assessment methods and other electronic instructional content in accord with media theory, adult learning theory, and instructional design principles.

Gather and interpret course effectiveness data and recommend course revisions based on data.

Demonstrate knowledge of current trends and technologies within the learning management system.

Possess strong technical skills.

Possess strong writing and proofreading skills, including familiarity of APA and MLA writing styles.

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**

Bachelor's degree in Instructional Technology or related field from an accredited institution in a related field supplemented by two (2) years of related work experience.

**PREFERRED QUALIFICATIONS**

Master's degree in Learning Design & Technology or related field from an accredited institution, with experience in designing and delivering distance learning courses; proven project management experience; knowledge of instructional design principles 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: 7/2016