

**FLORIDA STATE COLLEGE AT JACKSONVILLE  
JOB DESCRIPTION, 2015**

**E-LEARNING INSTRUCTIONAL DESIGN INTERN**

**FLSA STATUS: NON-EXEMPT – PAY GRADE: 14 C**

**GENERAL STATEMENT OF JOB**

The E-Learning Instructional Design Intern 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; and identifies problems and recommends solutions to the design, redesign and development of online courses.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES**

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

Convert Traditional courses into distance learning modes.

Assist eLearning Instructional Designer in developing courses, instructional materials and other electronic instructional information consistent with adult learning theory for delivery through distance learning.

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

Gather information documenting the effectiveness of the program, interprets this information, and provide constructive input in evaluation of the program.

Perform maintenance of distance learning courses within the learning management system.

Provide strong technical writing skills.

Provide resource information relating to new techniques and practices that relate to the use of technology.

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

Perform other duties as assigned.

**SUPERVISION RECEIVED**

Supervision is received from the appropriate supervising administrator.

### **MINIMUM QUALIFICATIONS**

Currently enrolled in an undergraduate Instructional Design, Learning Technologies, or similar, program. Basic knowledge of Instructional Design principles and learning theories.

### **PREFERRED QUALIFICATIONS**

Currently enrolled in a graduate Instructional Design, Learning Technologies, or similar, program.

### **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: 12/15