

## COLLEGE OF CENTRAL FLORIDA

### JOB DESCRIPTION

JOB TITLE: INSTRUCTIONAL DESIGNER

PAY GRADE: P - 11

OVERTIME STATUS: EXEMPT

#### MAJOR RESPONSIBILITY:

To recognize how instructional design can influence and enhance learning. Must understand principles of learning, curriculum design, assessment and the tools for measuring the effectiveness of implemented methods. Must be able to articulate a passion for learning and innovation; be able to think visually; write and communicate clearly and succinctly; create interactive learning materials such as case studies, simulations and educational games; demonstrate strong leadership, project management and organizational skills; collaborate with others and work closely with teams to develop effective learning strategies; interact with internal and external clients; take the initiative on projects; visualize abstract and concrete concepts, both critically and creatively.

At the College of Central Florida, our vision is "To be the first choice for quality higher education in our community." We aim to accomplish this by providing a caring and exceptional learning environment that fosters the success of our students and community. Candidates considering becoming part of the CF family must be able to embrace and model this philosophy in their day-to-day responsibilities and demonstrate our standards: professional, responsive, informative, dependable and engaged.

#### PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or Training: Bachelor's degree required; Master's degree preferred.
2. Years of experience in field: Three years related work experience in an education- related field required.
3. Special skills or abilities related to position: Demonstrated knowledge and experience in a variety of academic disciplines. Knowledge of distance education, instructional design, internet based technologies, multimedia technology, web design, copyrighting, editing, and proofing skills.

ESSENTIAL JOB FUNCTIONS:

1. Work with faculty and academic departments and other units in developing, producing and supporting the college's e-learning program through web-based courses.
2. Facilitate the college's e-learning course quality review process.
3. Facilitate training of faculty in instructional design principles.
4. Implement fundamental instructional design and pedagogical principles to organize, copy, edit and proofread educational content submitted by faculty. May include writing introductions, summaries, instructions, test items and interactive learning activities.
5. Serve as a liaison to other academic departments to assist in the development and design of stand-alone online courses and blended on-campus courses.
6. Develop assessment tools to evaluate the quality of distance delivery courses.
7. Serve as an advocate for the outreach mission of distance education and work with administration, deans, faculty and staff to assure effective, high quality distance learning programming.

(These essential job functions are not to be construed as a complete statement of all duties performed.)

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)
- Ability to clearly communicate both orally and in writing on a telephone and on a computer for extended periods of time
- Routinely requires sitting at a desk and viewing a display screen for extended periods of time
- Ability to access, input, and retrieve information from a computer or other electronic device
- Routinely requires Light(up to 15 pounds) lifting
- Routinely requires Walking, Standing, Sitting

ENVIRONMENTAL CONDITIONS:

- Works in an office environment

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

PRIMARY LOCATION OF JOB: Ocala Campus

SUPERVISOR OF POSITION: Director E-Learning and Learning Support Centers