

UNIVERSITY OF SOUTHERN CALIFORNIA

Instructional Designer

Job Code: 140007

OT Eligible: No

Comp Approval: 1/23/2017

JOB DESCRIPTION:

Develops and implements procedures and structures used to create online, face-to-face and/or blended courses. Partners with faculty and/or staff to design and/or revise basic structure of courses, and complete the implementation of the basic design across individual modules. Oversees the content transfer process and the writing of course materials.

JOB ACCOUNTABILITIES:

*E/M/NA % TIME

_____	_____	Collaborates with faculty and/or staff in creating and implementing learning outcomes and analytical tools to analyze the pedagogical needs of courses. Assists with developing instructional design strategy guidelines for utilizing learning outcomes and other analytical tools to analyze pedagogical needs of courses.
_____	_____	Partners with faculty and/or staff to design the basic structure of online, face-to-face, and/or blended courses. Applies the basic structure to create the design of individual modules within a course and/or courses. Translates learning outcomes into appropriate learning activities and assessments. Assists in developing production timelines.
_____	_____	Creates and revises course design documents and/or other related materials to meet the requirements of faculty and/or staff.
_____	_____	Coordinates the process of collaboration with faculty, staff, teaching assistants and/or external professionals to facilitate content transfer and writing of course materials. Reviews content transfer to ensure adherence to course design.
_____	_____	Maintains currency with current innovations and trends in pedagogical research. Assists the continuing development of a coherent instructional design strategy based on current pedagogical research.
_____	_____	Researches and reviews courses and programs developed by other institutions and organizations. Makes recommendations for development of instructional design strategies based on findings.
_____	_____	Selects and implements different models of online, face-to-face and/or blended courses suitable for various identified student populations and external markets. Applies instructional strategies for online, face-to-face, and/or blended course delivery. Assists with development of generic online learning tools.
_____	_____	Assists faculty and/or staff to develop structures and procedures that streamline course design and/or implementation. Assists university computer technology staff to evaluate the emerging internet and communication technology.
_____	_____	Works with managers of technology to develop electronic databases. Maintains electronic databases that contain information on learning outcomes, learning activities, assessment activities, reading and course structures.
_____	_____	Represents instructional design philosophy both within the university and to outside organizations. Makes presentations at professional conferences and may publish in professional journals.

Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.

***Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.**

EMERGENCY RESPONSE/RECOVERY:

Essential: No

Yes In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

JOB QUALIFICATIONS:

Minimum Education:

Bachelor's degree

Minimum Experience:

2 years

Minimum Field of Expertise:

Directly related experience in curriculum development, instructional design courses and/or on-line teaching in a university or corporate environment. Demonstrated interpersonal, critical thinking and communication skills. Demonstrated proficiency in Microsoft Office.

Skills: Other:

Analysis
 Assessment/evaluation
 Communication -- written and oral skills
 Conceptualization and design
 Consulting
 Curriculum development
 Interpretation of policies/analyses/trends/etc.
 Knowledge of applicable laws/policies/principles/etc.
 Networking
 Organization
 Planning
 Project management
 Public speaking/presentations
 Research

Skills: Machine/Equipment:

Computer network (department or school)
 Computer network (university)
 Computer peripheral equipment
 Fax

Personal computer
Photocopier

Supervises: Level:

May oversee student, temporary and/or resource workers.

SIGNATURES:

Employee: _____ **Date:** _____

Supervisor: _____ **Date:** _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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