



Job Description

Job Title: Instructional Design Specialist		
Division/Department: CAGS Curriculum Services		Location: Main Campus
Reports to:		Title: Director, Curriculum Services
Position Type: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Student Worker	FLSA Status: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	Hours worked Per Week: Approximately 40

**POSITION SUMMARY:** The Instructional Design Specialist will work with faculty and content specialists in the College of Adult and Graduate Studies (CAGS) to develop and revise instructional material for online and face-to-face courses. Additionally, the Instructional Design Specialist provides information and recommendations about the use of instructional technology in courses of all modalities. The Design Specialist will also review current courses and programs for quality and consistency, making recommendations about needed revisions or potential enhancements. The Design Specialist serves on the Curriculum Evaluation and Development committee under the direction of the Director of Curriculum Services.

The ideal candidate is a person who values teamwork and collaboration, takes initiative, solves problems effectively, communicates clearly, and supports organizational change. The design specialist will work closely with individuals of diverse backgrounds and personality types. Employees must possess good interpersonal skills and be able to communicate effectively with members of the campus community.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

**The Instructional Design Specialist will support the mission on MACU through a variety of means, including:**

- Provide support and expertise in instructional design and content delivery to CAGS faculty and content specialists in the development, implementation, and evaluation of online and blended courses that reflect the standards and values of MACU as well as the needs of our student population.
- Collaborate and provide consultation with faculty and content specialists related to the integration of instructional technology in online and blended courses.
- Provide assistance and recommendations for improved and creative use of Learning Management System (LMS) design including but not limited to design, use of space, images, and technology.
- Engage in a cycle of review of current courses and programs to ensure quality and consistency across the curriculum and to identify courses in need of revision or other adjustments.
- Conduct ongoing research on emerging and best practices in curriculum design.
- Serve as a resource for faculty and content specialists on best and emerging practices in curriculum design, particularly in an online course environment.
- Evaluate new and existing technologies for application in the design of specific courses at MACU.
- Perform other duties as assigned.



**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:**

A master's degree in Instructional Design or Curriculum is preferred. Degrees in other disciplines with appropriate experience in instructional design will be considered.

**OTHER SKILLS AND ABILITIES:**

- Familiarity with Google Drive and other Google applications
- Familiarity with Microsoft Office applications (including Excel)
- Written and oral communication skills
- Comfortable learning and teaching new technologies
- Comfortable interacting via virtual platforms

**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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.