



JOB TITLE: Instructional Designer
DEPARTMENT: Academics (Jessup Online)
SUPERVISOR: Director of Online Instruction
FLSA STATUS: Hourly, Non-Exempt

WILLIAM JESSUP
UNIVERSITY

MAJOR PURPOSE:

Under the supervision of the Director of Online Instruction, this position collaborates with faculty and other departments on campus to design, develop and implement online courses using the Moodle Learning Management System.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Review and collaborate with faculty Subject Matter Experts, the Director, and the Jessup Online staff on the development and revision of Jessup Online courses.
2. Collaborate with faculty and media services as necessary to ensure high quality instructional materials (i.e videos, presentations.)
3. Assist the Director with implementing the Quality Matters Rubric and the Online Learning Consortium Scorecard throughout Jessup Online courses.
4. Assist in the assessment of applicable new technologies to support various types of learning.
5. Maintain and improve Jessup Online Moodle shells to ensure a high quality student and faculty experience.
6. Review and analyze student and faculty feedback relating course delivery.
7. Serve on committees as assigned or needed.
8. Perform other duties as assigned by the Director.

QUALIFICATIONS

EDUCATION/CERTIFICATIONS:

- Ideal candidate: Bachelor's degree in education-related field and 2 years of instructional design experience in an academic environment. Master's degree in education-related field preferred.

KNOWLEDGE/EXPERIENCE:

- Expertise in Moodlerooms, Google Drive (including Google Docs and Sheets), Microsoft Word, and PowerPoint
- Experience in converting instruction from a face-to-face format to an online format
- Proficiency in HTML and CSS
- Familiarity with ADDIE

SKILLS/ABILITIES:

- Meticulous, detail-oriented, and analytical
- Excellent written, oral, and interpersonal communication skills
- Ability to work well in a collaborative team atmosphere
- Strong work ethic
- Ability to manage time well and meet deadlines as needed

- Ability and willingness to work effectively with international students

WORKING ENVIRONMENT:

The employee agrees to promote the values and mission of WJU as a private Christ-centered University and live a life consistent with biblical principles. The employee shall conduct himself/herself in a manner consistent with the Community Covenant and Statement of Faith. Additionally, the employee may play a formative role in the spiritual lives of students in a manner consistent with the Community Covenant and Statement of Faith. This may include leading devotions and/or spiritual formation groups and seeking other opportunities consistent with a biblical spiritual formation role.

WORKING CONDITIONS:

The employee is regularly in a typical, air-conditioned office environment with adequate light; moderate noise levels; and tile, concrete, and carpeted floors. There are no hazardous or significantly unpleasant conditions.

PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION:

While performing the duties of this job, the employee is regularly required to talk or hear and frequently required to stand, walk, sit, and use hands to handle files, computers, and phones; reach with hands and arms; stoop, crouch and kneel. Frequent and regular repetitive movements required using the wrists, hands, and/or fingers. The employee will occasionally lift and/or move up to 40 pounds. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The above statements and job description are intended to describe the nature and level of work being performed within this job. They are not intended to be an exhaustive list of all responsibilities, duties and tasks. Other similar or additional duties are to be performed or assigned. Job descriptions are not intended as and do not create employment contracts. William Jessup University maintains its status as an at-will employer. Employees may be terminated for any reason not prohibited by law.

I acknowledge I have reviewed the content of this job description and understand that to perform this job successfully, I must be able to perform the essential duties with or without accommodation. If I am requesting any reasonable accommodations in order to perform my job, I must immediately inform my supervisor or Human Resources.

Employee Signature

Date