



**WILLIAM JESSUP**  
UNIVERSITY

**JOB TITLE: Instructional Design Assistant**  
**DEPARTMENT: Academics (Jessup Online)**  
**SUPERVISOR: Director of Online Instruction**  
**FLSA STATUS: Non-Exempt**

### **MAJOR PURPOSE:**

This position will assist the Director and the Instructional Design-team in the implementation and review of instructional materials for online courses using the Moodle Learning Management System.

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### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Collaborate with faculty and the Jessup Online staff to develop and upload all new Jessup Online courses in Moodle.
2. Import existing online courses each semester in Moodle, checking for accuracy and updating links and resources.
3. Assist the Director and the Instructional Design team with implementing the Quality Matters Rubric and the Online Learning Consortium Scorecard in the process of evaluating courses to improve the quality and effectiveness of the Jessup Online learning environment.
4. Perform other duties as assigned by the Director.

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### **QUALIFICATIONS**

#### **EDUCATION/CERTIFICATIONS:**

- Bachelor's degree in education field preferred; Bachelor's in other fields considered with experience in instructional design fundamentals.

#### **PREFERRED KNOWLEDGE/EXPERIENCE:**

- Expertise in Moodle (Moodlerooms preferred), Google Drive (including Google Docs and Sheets), Microsoft Word, and PowerPoint
- Proficiency in HTML and CSS preferred
- Expertise with graphic design principles preferred
- Familiarity with ADDIE and/or other ID models preferred

#### **SKILLS/ABILITIES:**

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

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**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.

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**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 50 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.

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Employee Signature

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Date