**Department of Human Resources**

**OPSEU Job Description**

**Job Title:** Instructional Designer – Online Learning

**Job Number:** A-220

**NOC:** 4012

**Band:** 8

**Department:** Trent Online

**Supervisor Title:** Dean of Arts & Social Sciences

Manager, Information Services, IT

**Last Reviewed:** May 8, 2015

**Job Purpose**

The Instructional Designer – Online Learning will provide expert advice, collaborative technical and pedagogical support to faculty and other subject matter experts regarding appropriate teaching strategies, learning activities, assessment mechanisms and the integration of appropriate learning technologies in the design and development of online degree credit courses that support active student learning.

**Key Activities**

1. Provides consulting expertise to faculty members in the online course development process, including: responding to requests from departments and faculty to pursue online development, defining learning objectives and learning outcomes; identifying appropriate teaching strategies and activities to meet a range of learning styles and preferences; aligning instructional strategies to desired outcomes through authentic assessment strategies, recommending appropriate educational technologies to achieve desired outcomes; review new and existing online courses; recommend and make improvements as determined.
2. Create professional, high-quality instructional multimedia for online course sites hosted by the university’s learning management system, video/web streams, podcasts, and/or other materials utilizing instructional technology tools, strategies, and resources.
3. Manages several concurrent course development projects, including establishing and monitoring development timelines to ensure deadlines are met. Plans and organizes projects with attention to detail, competing and conflicting demands, and multiple stakeholder needs.
4. Develop and support online course design evaluation and review mechanisms. Recommend and make course improvements as determined.
5. Translate ideas and suggestions into detailed plans from which instructional multimedia applications, presentations, and/or other materials can be produced.
6. Convert printed materials, photographs, illustrations, audio and video files, including notes, quizzes, surveys, and other student assignment materials using various multimedia software applications, development tools, and equipment.
7. Ensure all materials are in adherence with copyright regulations and AODA customer service standards.
8. Provide advice and guidance to faculty on teaching strategies for the online environment through individual mentoring and campus-wide workshops. Support faculty in problem-solving for pedagogical and technical challenges for both new and ongoing online courses.
9. Establish and maintain effective working relationships with faculty, teaching assistants, support staff and university administrators, as well as external partners.
10. Collaborate with staff in Centre for Teaching and Learning to provide individual support and develop workshops and resources to assist faculty and teaching assistants in development of course learning objectives and outcomes, assessment strategies, and other instructional resources.
11. Stay current in pedagogical and educational technology advances through participation in relevant communities of practice and other professional development.
12. Supports the Trent Online Co-ordinator in providing institutional leadership for the strategic development and implementation of online learning for Trent University.
13. Supports the Trent Online Co-ordinator in developing and implementing infrastructure, policy and processes required to support the centralized administration of a growing online learning program
14. Other duties as required.

**Education**

Master’s Degree in Distance Education, Instructional Design, Educational Technology or Instructional Technology with a focus of study in Distance Education.

**Experience Required**

* Two years of full-time work experience in the systematic design of online courses preferably in a post-secondary education environment. All applicants are required to submit an electronic portfolio with samples of recent course development (i.e., the last two years) with their application and those who are interviewed for the position will be required to present a digital portfolio of online course development in the past two years; this portfolio should address qualifications listed in points 3-11.
* Two years of direct current experience creating a range of professional, high-quality media for blended and online courses, preferably in an academic institution. This experience includes: developing instructional materials using a range of media and applications; creating multimedia applications, specifically digital imagery, video and web design; using collaboration tools, web conferencing; creating video, audio, and multimedia; experience with digital photography, videography, sound recording, and sound editing. .
* Advanced knowledge of educational/instructional technology, software; advanced knowledge of learning theories and Instructional design methodologies; proficient in multimedia/Web e-learning development using packages such as the Adobe eLearning Suite (i.e., Captivate, Presenter, Dream Weaver), Premier or After Effects or another video-editing suite; Proficient in creating and editing images in Adobe Photoshop, Illustrator, and/or similar software packages
* Knowledge of Instructional Design principles for distance learning including development of instructional technologies, course materials, assessment techniques, appropriate integration of learning technologies and best practices.
* Demonstrated experience in the creation of learning materials in a variety of formats including graphics, audio, video, animation and other multimedia to support teaching and learning.
* Knowledge of AODA regulations and compliance requirements in online environments and assessment strategies.
* Knowledge of current trends in the production and post-production of instructional media technology
* Excellent written and verbal communication, professional and interpersonal skills. Must be able to work independently and as part of a team.
* Strong organizational and self-management skills, including the ability to multi-task and handle conflicting time pressures to meet schedules/timelines.