

Job Title:	Contract - Instructional Designer	Reports to:	Director of Instructional Design
Department:	Academic Services	Classification:	Exempt
Location:	Remote	Travel Required:	Up to 10%

POSITION SUMMARY

The Contract Instructional Designer works as a part of the Instructional Design team and reports to the Director of Instructional Design. This position is responsible for managing all aspects of their instructional design project load.

ESSENTIAL DUTIES AND RESPONSIBILITIES: To perform this job successfully, an individual must be able to perform the following satisfactorily; other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- Course Design Projects:** Course design projects last 16 weeks and involve a proprietary collaborative process that pairs the Instructional Designer (ID) with a faculty member who serves as Subject Matter Expert (SME) for the partner institution. Together, they conceptualize and design the course from the ground up. The ID leads the SME in creating course and unit-level learning outcomes; designing assessments aligned to those outcomes; selecting appropriate readings, videos, and supporting materials; and storyboarding custom multimedia, as needed. Final deliverables include a master course built in the partner institution's LMS, a course map document, and all student- and faculty-facing course content. Additionally, the ID acts as the project manager responsible for coordinating communication with the SME and the rest of the design team; and is responsible for the project timeline, scope, and deliverables.
- Collaboration:** Effective collaboration between the ID, faculty SME, and other members of the design team (which include the instructional design manager, instructional technologist, multimedia designer, content editor) is vital to project success. Collaboration occurs via an online conferencing tool and email account provided by Synergis Education. A 60-minute web conference, scheduled at mutually convenient times during business hours, is required each week for the duration of the project. To facilitate virtual collaboration, contractors must have access to high-speed internet, a phone with adequate reception, and a computer that meets minimum specifications to run Microsoft Office 365.

COMPETENCIES: To perform the job successfully, an individual should demonstrate the following competencies:

Continuous learning - Assesses own strengths and weaknesses. Pursues training and development opportunities. Seeks feedback to improve performance. Shares expertise with others. Strives to continuously build knowledge and skills.

Customer service - Displays courtesy and sensitivity. Manages difficult or emotional customer situations. Meets commitments. Responds promptly to customer needs. Solicits customer feedback to improve service.

Planning and organization - Develops new approaches to meeting customer needs. Establishes customer service standards. Monitors customer satisfaction. Promotes customer focus. Provides training in customer service delivery.

Problem Solving - Develops alternative solutions. Gathers and analyzes information skillfully. Identifies problems in a timely manner. Resolves problems in early stages. Works well in group problem solving situations.

Teamwork - Balances team and individual responsibilities. Contributes to building a positive team spirit. Exhibits objectivity and openness to others' views. Gives and welcomes feedback. Puts success of team above own interests.

Use of technology - Adapts to new technologies. Demonstrates required skills. Keeps technical skills up to date. Troubleshoots technological problems. Uses technology to increase productivity.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below 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/Experience:

Bachelor's degree from four-year college or university in Instructional Design or an equivalent discipline; or minimum of 2 years related experience and/or training; or equivalent combination of education and experience. Master's degree preferred. Knowledge of best practices in instructional design, curriculum development, online education, instructional tools and resources.

Language Ability:

Read, analyze and interpret business, professional, technical or governmental documents. Write reports, business correspondence and procedure manuals. Effectively present information and respond to questions from managers, customers and the public.



Mathematical Ability:

Calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume. Apply concepts of basic algebra and geometry.

Reasoning Ability:

Solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills:

Microsoft Office Suite. Knowledge of Web technologies including Learning Management Systems (LMS)

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.

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.

Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus. While performing the duties of this job, the employee is frequently required to sit.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.

ACKNOWLEDGED: Employee Signature

Date

PRINT: Employee Name

ACKNOWLEDGED: Supervisor Signature

Date