

Online Course Developer II

Job Code 50026078

General Description

Responsible for assisting the instructional designer with the development of instructional materials and faculty training on technology.

Examples of Tasks

Assist with the development of media-rich online instructional materials.
Assist with applying basic instructional design principles to course design and development projects.
Assist with faculty consultations and training on instructional design principles.
Track status of tasks associated with multiple projects.
Edit and format faculty writing and draft instructional content based on inputs such as lectures, textbook, videos.
Assist with training faculty on TRACS tools and other software applications they need for their classroom or online materials.

Knowledge, Skills and Abilities

Knowledge of: Technology tools related to online learning, formatting techniques, Microsoft Office tools.

Skill in: Preparing correspondence, editing faculty-generated content, establishing rapport and working as a team member, designing site documents, consulting with others, enhancing course content, identifying common problems for resolution, document layout, multitasking, problem solving.

Ability to: Understand, interpret and retain text, perform intermediate math, communicate with others.

Experience and Education

To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills and abilities.

Other Requirements