Online Course Developer

Job Code 50017118

General Description
Responsible for assisting instructional designers with the design and development of instructional materials and faculty training.

Examples of Duties
Design media-rich online instructional materials.
Review and format content documents and draft site design documents.
Build course sites.
Conduct quality assurance and document field test results.
Create meeting summaries and status reports, planning matrices, revised scripts and storyboards.
Edit faculty writing and draft instructional content.
Assist with training faculty on TRACS tools and other software applications.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: University policies and procedures, best practices in distance course design, web based materials, and the Texas State organizational environment, basic and intermediate mathematical operations, number systems, and logic.

Skill in: Preparing clear, concise, grammatically correct design documents, communication, and proposals, working as a team member, establishing rapport with faculty, developing site design documents, providing teamwork, communication, consulting, multitasking, and problem solving.

Ability to: Understand, interpret, and retain subject matter content, research articles, and technical materials, facilitate the exchange of concepts, conditions, procedures, and ideas.

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