Assistant Director, Instructional Design

Job Code 50023872

General Description
Responsible for the design and execution of online and hybrid faculty development courses provided by the University as well as assisting the Instructional Design team with strategic planning, resource allocation, and providing input on budget development.

Examples of Duties
Consult with faculty to design, develop, and deliver online and hybrid courses.
Manage instructional design projects to ensure they are completed on time and within budget and are evaluated for effectiveness.
Design, delivers and manages faculty development courses.
Supervise and mentor other members of the instructional design team.
Guides and develops policies and procedures.
Provide oversight and direction for programs such as programmatic course development projects.
Assist with strategic planning for the instructional design department.
Provide input into budget development.
Assist with resource allocation.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: University policies and procedures and Board of Regents rules; faculty and staff rules and regulations; learning and instructional theory; instructional design principles; instructional design process; learning management systems such as Blackboard or TRACS

Skill in: Preparing clear, concise, and complete reports; establishing a rapport with faculty and staff; operating a personal computer and related software; project management

Ability to: Read and interpret manuals and understand university policy and procedures; read, interpret and respond to faculty and other stakeholder correspondence; perform intermediate math; delegate responsibilities to others; mentor subordinate team members

Educational Experience
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