JOB DESCRIPTION

Instructional Design and Training Specialist

Definition of Class
This is a professional position in which the incumbent provides a resource for faculty and students who are involved in distance learning while promoting distance learning within the University. The incumbent regularly uses independent judgment and discretion when developing and implementing training programs on the use of instructional technology for faculty, staff, and students. The incumbent assesses learning outcomes of technology-enhanced instruction.

Examples of Work Performed
Designs, develops, and delivers training programs and tutorials for both new and experienced distance learning instructors to promote effective online instruction. Training includes, but is not limited to, pedagogical approaches, instructional strategies, and technical skills.

Develops resources and processes to promote learning through non-traditional means.

Tracks course development and provides individual support for distance learning instructors.

Develops and delivers training programs preparing students for distance learning courses.

Develops measures to assess learning outcomes of technology-enhanced instruction. Analyses assessments. Verifies integrity of distance learning courses by using assessments.

Stays abreast of new techniques and technologies regarding distance learning. Makes recommendations to management regarding updates and changes in technology.

Promotes distance education programs by attending and presenting at various conferences and workshops.

Promotes distance education programs within the University.

Ensures distance learning courses are in compliance with IHL guidelines.

May supervise subordinate staff.

May teach distance learning courses.

Performs similar or related duties as assigned or required.

Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.
1. Develops and implements training programs on the use of instructional technology for faculty, staff, and students to support distance learning education programs.

2. Develops measures to assess learning outcomes of technology-enhanced instruction.

3. Promotes distance education programs.

**Minimum Qualifications**
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

- **Physical Exertion:** The incumbent may be required to lift up to approximately 10 pounds.

- **Vision:** Requirements for this job include close and color vision.

- **Speaking/Hearing:** Ability to give and receive information through speaking and listening.

- **Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to talk and hear. The incumbent is periodically required to stand, use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The incumbent is occasionally required to walk and sit.

**Experience/Educational Requirements:**

- **Education:**
  Master’s Degree in educational technology, instructional design, or a related field from an accredited university or college.

  **AND**

- **Experience:**
  Three (3) years of experience related to the above described duties.

**Interview Requirements**
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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The University of Mississippi is an EOE/AA/Minorities/Females/Vet/Disability/Sexual Orientation/Gender Identity/Title VI/Title VII/Title IX/504/ADA/ADEA employer. The University complies with all applicable laws regarding equal opportunity and affirmative action and does not unlawfully discriminate against any employee or applicant for employment based upon race, color, gender, sex, sexual orientation, gender identity or expression, religion, national origin, age, disability, veteran status, or genetic information. The University of Mississippi is an “at will” employer. This job description does not constitute an employment contract or negate “at will” employment.