Junior Instructional Designer: Generic Job description

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Junior Instructional Designer

Job Summary

In coordination with Senior Instructional Designers in the Library’s Online Learning and Instructional Technology Services department, the Junior Instructional Designer supports faculty in the design and development of course materials and the delivery and assessment of online courses in alignment with USFSP and USF System policies and procedures; State of Florida guidelines; and, SACS guidelines.

Essential Functions

- Serve as online learning liaisons between academic departments and the Online Learning and Instructional Technology Services department of the Library.
- Undergo instructional design training at the direction of Senior Instructional Designer(s) with emphasis on navigation of learning management systems; pedagogical best practices; ADA compliance; and quality assurance methods (QM).
- At the direction of faculty and under the coordination of Senior Instructional Designer(s), collect course content for the development of course materials and modules.
- At the direction of faculty and under the coordination of Senior Instructional Designer(s), interact with enrolled students and collect course data for the purposes of analyzing student learning outcomes and their associated assessments.
- Assist Senior Instructional Designer(s) with the construction of courses and course modules in the LMS.

Minimum Qualifications:

- Two year’s college education with or without an Associate’s degree
- Familiarity with online learning and course management systems
- Demonstrated knowledge of computer platforms, software, and Internet
- Strong time management skills