Sul Ross State University  
Position Description

Official Title: Instructional Designer - HITAP Grant  Salary Group: Unclassified (2)  Job Code: 3806

Summary
Function: Work with Faculty and Project staff to create distance learning opportunities.

Scope:

Duties
Essential: Collaborate with faculty and HITAP staff to design and develop course materials for distance delivery; Assist faculty/staff in identifying, designing, testing online strategies/methodologies; Coordinate with Technical Specialist to develop or contract relevant online student services; Coordinate and conduct faculty and staff training in distance education technology and resources. Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times. Other HITAP duties as assigned.

Non-Essential:

Supervision
Received: HITAP Activity Director
Given: None

Education
Required: Bachelor’s Degree
Preferred: Master’s Degree in Curriculum Development, Instructional Technology, or related field.

Experience
Required: Three years of experience designing, organizing, and implementing distance curricula; Demonstrated ability to work on multiple complex projects; Demonstrated ability to relate well to college faculty/staff
Preferred:

Equipment/Skills
Required: Excellent verbal and written communication skills.
Preferred:

Working Conditions
Usual: Exempt from overtime provisions. Position is Security Sensitive.

Any qualifications to be considered as equivalents, in lieu of stated minimums, require the prior approval of the Human Resources Director.

Date revised: June, 2012