AUBURN
Human Resources

# Instructional Designer III

Job Description

## JOB INFORMATION

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|---|---|
| Job Code | AA39C |
| Job Description Title | Instructional Designer III |
| Pay Grade | AA11 |
| Range Minimum | $59,760 |
| 33rd % | $73,700 |
| Range Midpoint | $80,670 |
| 67th % | $87,640 |
| Range Maximum | $101,580 |
| Exemption Status | Exempt |
| Approved Date: | 1/1/1900 12:00:00 AM |
| Legacy Date Last Edited | 11/10/2022 |

## JOB FAMILY AND FUNCTION

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| Job Family: | Academic Services & Administration |
| Job Function: | Instructional Technology & Design |

## JOB SUMMARY

Provides instructional design services and support to faculty, instructors, and subject matter experts in the development of online courses and modules. May act as a facilitator for training programs using a variety of training methods (classroom, webinars, train-the-trainer).

## RESPONSIBILITIES

- Manages, facilitates, and participates in course development projects, as well as the development of instructional materials.
- Collaborates with faculty, instructors, and subject matter experts to design and develop interactive online courses.
- Determines appropriate instructional application of online technologies in conjunction with stakeholders.
- Teaches/facilitates instructor led-courses of own design and those designed by others as assigned.
- Researches and utilizes the most up-to-date practices and technologies related to instructional design and online learning applications.
- Gathers feedback from stakeholders to continually update and improve course design and content.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

## SUPERVISORY RESPONSIBILITIES

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| Supervisory Responsibility | May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees. |

## MINIMUM QUALIFICATIONS

**To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.**

## MINIMUM EDUCATION & EXPERIENCE

| Education Level | Focus of Education | | Years of Experience | Focus of Experience | |
|---|---|---|---|---|---|
| Bachelor's Degree | No Specific Discipline. | and | 5 years of | Experience in designing and developing online instructional materials and courses | |

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|---|---|
| Substitutions Allowed for Experience | Yes |
| *Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.* | |

## MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

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| Familiarity with Universal Design for Learning (UDL) and the ADDIE model. | |
| Knowledge of best practices for creating online courses. | |

## MINIMUM LICENSES & CERTIFICATIONS

| Licenses/Certifications | Licenses/Certification Details | Time Frame | Required/ Desired | |
|---|---|---|---|---|
| None Required. | | | | |

## PHYSICAL DEMANDS & WORKING CONDITIONS

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|---|---|
| Physical Demands Category: | Office and Administrative Support |

## PHYSICAL DEMANDS

| Physical Demand | Never | Rarely | Occasionally | Frequently | Constantly | Weight |
|---|---|---|---|---|---|---|
| Standing | | | X | | | |
| Walking | | | X | | | |
| Sitting | | | | X | | |
| Lifting | X | | | | | |
| Climbing | | X | | | | |
| Stooping/ Kneeling/ Crouching | | | X | | | |
| Reaching | | | X | | | |
| Talking | | | | | X | |
| Hearing | | | | | X | |
| Repetitive Motions | | | | X | | |
| Eye/Hand/Foot Coordination | | | | X | | |

## WORKING ENVIRONMENT

| Working Condition | Never | Rarely | Occasionally | Frequently | Constantly |
|---|---|---|---|---|---|
| Extreme temperatures | | X | | | |
| Hazards | | X | | | |
| Wet and/or humid | | X | | | |
| Noise | | X | | | |
| Chemical | | X | | | |

## WORKING ENVIRONMENT

| Working Condition | Never | Rarely | Occasionally | Frequently | Constantly |
|---|---|---|---|---|---|
| Dusts | | X | | | |
| Poor ventilation | | X | | | |

| **Vision Requirements:** |
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| Ability to see information in print and/or electronically. |