



Concordia University Job Description

Instructional Designer

University Mission: Concordia University is a Christian university preparing leaders for the transformation of society.

Unit or Department: Online Education

Position title: Instructional Designer

Summary of the position (how the overall goal is reached): The Instructional Designer is responsible for building and maintaining online courses in Blackboard 9.1, as well as supporting faculty, staff and student in its usage.

Staff relationships:

Reports to: Director of Online Education (supervised by the Blackboard Administrator)

Supervises: N/A

Hired/appointed by: Director of Online Education

Exempt/non-exempt? Exempt

Salary Level (1, 2, 3, 4, or program director): 3

ESSENTIAL RESPONSIBILITIES:

- Assisting faculty to develop and design fully online courses
- Providing ongoing support to end users utilizing the Blackboard software application
- Providing assistance with online course building and testing, and database maintenance
- Creating knowledge base training documents

MINIMUM REQUIREMENTS/QUALIFICATIONS:

- BA or BS in a related field; Master's Degree in Education or Instructional Design preferred
- Knowledge of Blackboard 9.1 environment or a comparable LMS preferred
- Advanced computer application skills
- Expert in web design, HTML code and Adobe Dreamweaver
- Ability to work independently in a fast-paced multi-tasking environment

Critical skills for this position:

<u>X</u>	Excel	<u>X</u>	MS Access Database
<u>X</u>	Powerpoint	<u>X</u>	Administrative software (Banner)
<u>X</u>	Word	<u>X</u>	Web Design
<u>X</u>	Microsoft Outlook	<u>X</u>	Desktop Publishing
<u>X</u>	Graphic Design (Photoshop, Fireworks, PaintShop)		
<u>X</u>	Remote Network Access (H: drive access off campus, VPN)		
<u>X</u>	Web Mail	<u>X</u>	Blackboard
<u>X</u>	Network Drives	<u>X</u>	Ability to drive a vehicle
<u>X</u>	Possess a valid driver's license		
<u>X</u>	Banner		

Physical demands of the position:

<u>X</u>	Repetitive motions sitting at keyboard
<u>X</u>	Rising and sitting repeatedly
<u>X</u>	Climbing stairs
<u>X</u>	Walking indoors or outdoors
<u>X</u>	Ability to lift <u>35</u> pounds
<u>X</u>	Ability to lift, pull, grasp, stoop and reach within an office environment
<u>X</u>	Ability to sit for extended periods of time
<u>X</u>	Ability to speak and hear

Assessment schedule: Position assessed after the initial 90 days, and then annually

Attitude and demeanor of all Concordia University employees:

As part of a work environment that highly values Christian education, educational excellence and service to students, all members of the community will:

1. Publicly support the mission of Concordia University
2. Communicate effectively with warmth, sensitivity, and understanding as s/he deals with administrative colleagues, teachers, students, parents, faculty, college personnel and program associates
3. Work as a team member in a professional environment
4. Possess a "service attitude" (willingness to be flexible to meet the needs of the department)
5. Have a professional physical appearance (appropriate clothing, personal hygiene, etc.)

Job description last updated by: Greg Close and Trish Lichau Shields, January 2012
Position will be filled pending Board Approval