### Position Description

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<td>UC Path Position #:</td>
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<td>Dept:</td>
<td>IET ACADEMIC TECHNOLOGY SVCS - 061417</td>
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<td>Position:</td>
<td>Instructional Designer</td>
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<td>Approved Payroll Title Code:</td>
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<td>Approved Payroll Title:</td>
<td>INSTRUCTIONAL DESIGNER 3</td>
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<td>Approved MSP Salary Grade:</td>
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<td>Approved PSS Salary Grade:</td>
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### POSITION DETAILS

**Job Summary:**

Under direction of the Instructional Media and Creative Services Manager within the Academic Technology Services (ATS) unit of Information & Educational Technology (IET), this position works with department staff and faculty and/or Subject Matter Experts (SMEs) to design courses for online, hybrid, or other flexible delivery. Consult with faculty and/or SMEs to understand their vision for their course, and assists in the design and development of quality content, assessments, assignments, and other learning materials appropriate for adult learners. Using principles of adult learning theory and modern pedagogical training and educational technology tools, assist faculty with creating active learning experiences. Coordinate project tasks as appropriate with department staff and campus partners to develop learning assets. Operate in a high-volume environment, managing multiple projects and priorities.

**Campus Job Scope:**

ATS instructional designers work with faculty from all general campus disciplines to promote, enable, and deliver effective teaching strategies, practices, and materials, especially through the thoughtful application of technology.

**Department Specific Job Scope:**

N/A

**Positions Supervised:**

N/A

### Essential Responsibilities:

80% INSTRUCTIONAL DESIGN AND CONSULTATION

- Analyze, design, develop, implement, and evaluate complex courses, ensuring alignment with course-level and programmatic outcomes.
- Consult with faculty and/or SMEs to identify and integrate the appropriate instructional design and technologies needed to employ evidence-based instructional practices to enhance the learning process.
- In collaboration with faculty and/or SMEs, coordinate and develop an overall instructional experience that is active, engaging, and consistent with sound instructional design principles.
- Design and help create learning activities and experiences using a variety of multimedia tools.
- Leverage instructional design documents and standards to engage in effective and consistent course mapping, assessment development, and learning activity development.
- Ensure learning materials conform to standards, including accessibility standards (ADA/WCAG 2.0/universal design).
- Collaborate with team members as needed to develop high-production media products.
- Provide ongoing support and educational technology training to faculty through consultations, workshops, or other presentations.

20% PROJECT COORDINATION & SPECIAL PROJECTS

- Manage the development lifecycle of a project: document clear goals, deliverable...
- Monitor and communicate status of projects to appropriate stakeholders. Communicate, resolve, and/or escalate risk to ensure timelines are met.
- Define and document project scope and resource requirements.
- Lead development and delivery of project test plan and quality assurance process.
- Organize and conduct periodic meetings with stakeholders.
- Conduct surveys/interviews to analyze instructional gaps.
- Research and evaluate new and emerging technologies, instructional design theories, and approaches and policies for potential application to instructional design and online learning.
- Conduct needs assessment, develop and analyze data, and provide regular learning analytics reports on courses, faculty, and student needs.

Physical Demands:
- Work at a computer for extended periods of time.
- Work flexible hours using technology to facilitate meetings and effective communications.
- Due to the mission-critical services provided by this department, this position may work hours other than M-F 8am-5pm. Occasional evening and/or weekend work may be required during critical periods such as a course launch.
- Vacation is restricted during busy periods.
- Occasional travel required, including between campus and off-campus locations.
- Work in a busy office environment with frequent interruptions.

Work Environment:
- UC Davis is a smoke and tobacco free campus. Smoking, the use of smokeless tobacco products, and the use of unregulated nicotine products (e-cigarettes) will be strictly prohibited on any UC Davis owned or leased property, indoors and outdoors, including parking lots and residential space. Additional information and specifics regarding the policy are available at http://breathefree.ucdavis.edu/index.html

Background Check:
- Yes

**QUALIFICATIONS**

**Minimum Qualifications:**
- Bachelor’s degree in instructional design, adult learning theory or Instructional Technology, or equivalent combination of education and experience/training.
- Experience in the use of instructional design principles and models, and instructional design process.
- Experience incorporating ADA design and development standards for web-based delivery into online course content development.
- Knowledge of the concept of universal design.
- Experience partnering and supporting faculty and professional SMEs in developing learning objectives and content.
- Experience integrating multimedia into traditional and online courses.
- Knowledge of tools used to produce online materials such as learning management software, audio and video production hardware and software.
- Experience applying instructional technologies to design effective learning and teaching solutions.

**Preferred Qualifications for Selection:**
- Advanced degree in instructional design, educational technology or related field, or equivalent combination of education and experience/training.
Experience leading and facilitating learning strategy meetings with faculty.

Experience in project planning and management, including coordinating project resources.

Experience in similar higher education contexts.

Experience in media production, such as video, audio, photography, graphics, etc.

### Expectations

| Job Expectations | - Read and model the UC Davis Principles of Community  
|                  |  - Communication skills to effectively present information (oral, written, presentation, documentation) to content specialists, especially UC Davis faculty.  
|                  |  - Ability to build relationships with faculty clients, speak publicly for large and small groups, write for web and print publications, and design and facilitate effective workshops.  
|                  |  - Communication skills to understandably and effectively describe technical requirements to technical and non-technical audiences.  
|                  |  - Provide informal training and mentoring to educate personnel in the use of products or services.  
|                  |  - Work cooperatively with others to achieve and maintain a strong client service environment.  
|                  |  - Highly motivated and results oriented.  
|                  |  - Ability to work independently under general direction from management, to manage workload across multiple simultaneous projects, to maintain a high level of productivity, and to meet deadlines under time constraints and continuously shifting priorities.  
|                  |  - Willingness to learn and apply new technology and willingness to develop skills to promote professional growth.  
|                  |  - Be familiar with, and comply with, specific and detailed safety procedures and practices.  
|                  |  - Work cooperatively and collaboratively with others in support of the mission of UCD.  
|                  |  - Demonstrate flexibility and willingness to assist in other areas of the department when needed.  
|                  |  - Ability to cultivate trust and build successful working relationships with faculty, students and student employees, and other relevant staff and management.  |