



USC University of Southern California

Instructional Designer Job Description

JOB INFORMATION

<i>Job Code:</i>	140007
<i>Job Title:</i>	Instructional Designer
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	May oversee student, temporary and/or resource workers.
<i>Job Family:</i>	Instructional Systems Design
<i>Job Family Group:</i>	Instructional Design 1
<i>Management Level:</i>	7 Individual Contributor

JOB SUMMARY

Develops and implements procedures and structures used to create online, face-to-face and/or blended courses. Partners with faculty and/or staff to design and/or revise basic structure of courses, and complete the implementation of the basic design across individual modules. Oversees the content transfer process and the writing of course materials.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		Bachelor's degree	

Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		2 years	

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Directly related experience in curriculum development, instructional design courses and/or on-line teaching in a university or corporate environment.
X		Demonstrated interpersonal, critical thinking and communication skills.
X		Demonstrated proficiency in Microsoft Office.

Other Job Factors

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Collaborates with faculty and/or staff in creating and implementing learning outcomes and analytical tools to analyze the pedagogical needs of courses. Assists with developing instructional design strategy guidelines for utilizing learning outcomes and other analytical tools to analyze pedagogical needs of courses.				
Partners with faculty and/or staff to design the basic structure of online, face-to-face, and/or blended courses. Applies the basic structure to create the design of individual modules within a course and/or courses. Translates learning outcomes into appropriate learning activities and assessments. Assists in developing production timelines.				
Creates and revises course design documents and/or other related materials to meet the requirements of faculty and/or staff.				
Coordinates the process of collaboration with faculty, staff, teaching assistants and/or external professionals to facilitate content transfer and writing of course materials. Reviews content transfer to ensure adherence to course design.				
Maintains currency with current innovations and trends in pedagogical research. Assists the continuing development of a coherent instructional design strategy based on current pedagogical research.				
Researches and reviews courses and programs developed by other institutions and organizations. Makes recommendations for development of instructional design strategies based on findings.				
Selects and implements different models of online, face-to-face and/or blended courses suitable for various identified student populations and external markets. Applies instructional strategies for online, face-to-face, and/or blended course delivery. Assists with development of generic online learning tools.				
Assists faculty and/or staff to develop structures and procedures that streamline course design and/or implementation. Assists university computer technology staff to evaluate the emerging internet and communication technology.				
Works with managers of technology to develop electronic databases. Maintains electronic databases that contain information on learning outcomes, learning activities, assessment activities, reading and course structures.				
Represents instructional design philosophy both within the university and to outside organizations. Makes presentations at professional conferences and may publish in professional journals.				

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: https://policy.usc.edu/mandated-reporters/
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: https://dps.usc.edu/alerts/clery/			No

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected

under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.