

JOB INFORMATION

Effective Date	10/2/2023
Job Code:	3966
Job Title:	Instructional Designer II
Salary Grade/Structure:	005 - Computing
Career Level Name:	
FLSA Name:	Exempt
EEO Code:	10-Exec, Admin, Mgmt
Job Function:	Academic Affairs
Job Family:	IT Instructional Design
Job Summary	The Instructional Designer II is an experienced member of the course development and support team. He/she works with faculty to conceptualize, design, and produce instructional materials to be delivered in technology-enhanced environments. The Instructional Designer II mentors new employees on the team and may be called on as manager on duty.

COMPETENCIES

Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

QUALIFICATIONS

Education

Education Level	Education Details	Required/Preferred	
Bachelor's Degree	Bachelor's degree in Education, Instructional Technology, or related field including coursework in instructional design and web development.	Required	

Work Experience

Experience	Experience Details	Required/Preferred	
Some	Minimum of 3 years professional experience in instruction or training. Minimum of one year experience with curriculum decisions.	Required	
Less than 3 yrs	Experience with Learning Management Systems in a Higher Education environment.	Preferred	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred	
-------------------------	--------------------------------	------------	--------------------	--

Knowledge, Skills and Abilities

KSAs	Proficiency
• Ability to work through the troubleshooting process and differentiate between client-side and server-side issues during the troubleshooting process.	Skilled
• Ability to assess educational needs, evaluate course effectiveness, develop course learner outcome statements and write instructional goals and objectives.	Skilled
• Ability to plan, lead, and manage a project to timely completion.	Skilled
• Ability to quickly learn and adapt to new software and hardware.	Skilled
• Ability to use common business applications, such as word processing, spreadsheets, desktop publishing, database and presentation software.	Skilled
• Ability to work with a team in a deadline-oriented environment.	Skilled
• Excellent communication skills; both oral and written.	Skilled
• Excellent professional interpersonal skills.	Skilled
• Knowledge of and skill in various instructional system design models, with the ability to evaluate and appropriately apply across multiple course development projects.	Skilled
• Ability to use multiple operating systems and web browsers.	Skilled
• Ability to work productively with a variety of persons representing diversity in temperament, skill level, attitude, time orientation and educational philosophy.	Skilled

JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

Essential Functions

Essential Function	% TIME
• Guide faculty through the design and development process. Develop course development project plans and execute them accordingly. Provide guidance and support, which may include writing and rewriting objectives as well as evaluation contents and activities.	20%
• Guide faculty through the Quality Assurance requirements and process. Provide consultative practices of web-based instruction and accessibility. Conduct quality assurance reviews.	20%
• Provide consultation and/or assistance to faculty, staff, and colleagues regarding emerging instructional technologies. Provide instructional technology support to faculty as needed.	20%
• Design, develop, and deliver presentations to professional organizations, UH- System groups, or UHCL staff. Participate in UH-System Instructional Design activities.	10%
• Estimate, coordinate, monitor, and communicate the status of project timelines and resources. Advise management of progress or issues.	5%
• Actively maintain professional development in Instructional Design, Project Management, online teaching and learning topics and platforms, and related areas.	5%
• Coordinates related instructional technology work by other University Computing and Telecommunications specialists. Participate and collaborate on regular updates to the university's learning management system.	5%
• Develop documentation and content to address business operations as well as faculty and student support needs.	5%
• Contribute in meetings and activities with project teams, other sub-units, and UCT.	5%
• Performs other duties as assigned.	5%

PRE-EMPLOYMENT

MVR:	No
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

PHYSICAL DEMANDS/WORKING CONDITIONS

Office and Administrative Support

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				
Carrying		X				
Pushing		X				
Pulling		X				
Climbing		X				
Balancing		X				
Stooping		X				
Kneeling		X				
Crouching		X				
Crawling		X				
Reaching		X				
Handling			X			
Grasping			X			
Feeling		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise			X		
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Travel Requirements

Estimated Amount	Brief Description