Position Description

Title: Instructional Designer Graduate Assistantship

Requirements: Enrollment in Educational Technology Specialist, Curriculum & Instruction, or Organizational Performance & Technology graduate programs

Reports to: Senior Instructional Designer/Distance Learning Coordinator

Compensation: Full in state graduate tuition for one year and an annual stipend of $3,000

What you’ll be doing (Essential Duties of Position):

• Will work with Subject Matter Experts (SMEs) to collaboratively design and develop online/hybrid courses that align with the OSCQR (Open SUNY Course Quality Review) Process:
  • Work with faculty to design and create engaging, interactive, and instructionally sound online learning activities for online and hybrid courses that are in line with their goals for the course.
  • Apply instructional design and active learning principles to the course development process that address diverse learning styles, abilities, and backgrounds
  • Assist faculty in aligning learning activities with clear and measurable Learning Objectives (course and module-level)
  • Provide pedagogical and technological consultation/support in the design and development of online/hybrid courses and instructional content for delivery via the campuses learning management system.
  • Ensure all course content is ADA-compliant
  • Will perform OSCQR assessment on developed courses for quality-assurance and compliance.
  • Will coordinate and develop two – three courses per semester, ensuring course development is completed on schedule.

What we’re looking for (Requirements & Characteristics):

• Someone with enthusiasm, a willingness to learn, and a positive attitude
• Knowledge of instructional design.
• Ability to learn and apply new concepts quickly.
• Ability to work independently as well as in a team environment.
• Ability to juggle multiple tasks/priorities and meet deadlines.
• Excellent written, oral, and visual communication skills.
• Strong attention to detail.

Additional skills we’d really like (Preferred Knowledge/Skills):

• Experience with online course design, or UX/UI design
• Experience with learning management systems (preferably Moodle)
• Experience with/knowledge of a variety of presentation and authoring software
• Familiarity with emerging technologies and their use in an instructional environment.
• Knowledge of the latest technology and trends in online education.

**Perks** (Other potential opportunities):

• Serve on the *Center for Creative Instruction Advisory Board*.

• Opportunity to update, improve, and expand one’s knowledge, skills, and experience in instructional design and related fields

• Possibility to attend and present at professional conferences

• Opportunity to offer formal workshops in faculty development.