



OPEN AND DISTANCE LEARNING

INSTRUCTIONAL DESIGNER (ASSISTANT)

Job Title:	Instructional Designer (Assistant)
Department:	Open and Distance Learning (ODL)
Duty station:	Belmopan Campus
Reports to:	Instructional Designer (Senior)
Functional Relationships:	Deans, Faculty, Quality Assurance, Program Coordinator, LMS Platform Administrator, Secretary I (ODL)
Scope:	<p>The Instructional Designer Assistant is responsible to work collaboratively with the Senior Instructional Designer to design, develop and support the University's Mission and Vision for e-learning. The assistant designer will develop online and technology-based instructional environments and resources to support faculty and students in the e-learning environment.</p>
Responsibilities:	<ol style="list-style-type: none">1. Research instructional design techniques, and current industry trends and related technology.2. Incorporate research based learning theories and proven instructional design principles to develop interactive content.3. Assist with the development of instructional materials for faculty and administrative staff training related to LMS platform and other appropriate learning technologies. <p>Provide instructional design services, consultation and assistance with planning, coordinating and supporting course and program designs, redesigns, content and evaluation.</p>

4. Provides regular status updates on assigned projects
5. Respond to student questions and learning needs in a timely manner
6. Facilitate one on one assistance with students to address student needs in a timely manner.
7. Keeps current with emerging online instructional technologies, pedagogies, strategies, and quality best practices

Requirements:

1. Knowledge and experience with Instructional Design models (Backwards Design, ADDIE)
2. Knowledge of course design and layout, monitoring and interactive learning tools.
3. Tech savvy, proficient in MS Office and has extensive knowledge of LMS Platform.
4. Ability to work with diversity and a multi-disciplinary teams
5. Excellent time-management, organizational, and Communication skills
6. Familiar with Legal and ethical guidelines that governs online education
7. Familiar with Professional competencies for online
8. Proficient in Multimedia design and development
9. Detail oriented and efficient

Qualification(s):

Minimum of an Associate's Degree in Instructional Design, Instructional Technology, Education or related field