UNIVERSITY OF WISCONSIN-SUPERIOR  
POSITION DESCRIPTION  
Instructional Program Manager II

Working Title: Instructional Designer - Distance Learning Center  
Hayes Hill Title/Level: Instructional Program Manager II, 12-month appointment, 1.0 FTE  
Position Reports To: Associate Dean for Distance Learning and Continuing Education

Position Summary:  
The Instructional Designer will design and implement courses and programs for instruction integrating technology for programs offered through the Distance Learning Center. The position provides service to the university and demonstrates continued professional growth.

Duties and Responsibilities:  
1. Design and implement courses and programs for online, hybrid, ITV, or other forms of instruction integrating technology.
2. Work collaboratively in the design process with faculty and teaching staff.
3. Provide instructional design services for academic programs offered through the Distance Learning Center and other units of the Center for Continuing Education/Extension, including those programs offered in partnership with UW-Extension’s Division of Continuing Education, Outreach, and E-Learning.
4. Provide service to the University, including departmental meetings and committee work.
5. Demonstrate continued professional growth as evidenced by involvement in professional associations and continuing education.
6. Other duties as assigned within the Distance Learning Center and Center for Continuing Education/Extension.

Knowledge, Skills, and Abilities:  
- Strong interpersonal skills in facilitating a collaborative working environment with faculty and teaching staff.
- Demonstrated skills in carrying out the following instructional design duties:  
  --Applying a model of instructional design derived from educational research to the creation of online instruction  
  --Creating instructional units and elements, including content and assessment, within a learning management system  
  --Use of multimedia creative tools in the design of instruction: Camtasia, Photoshop, and iMovie, or equivalents
- Knowledge and possession of high professional standards and a personal code of ethics characterized by honesty, integrity, openness, and fairness.
- Excellent organizational and analytical skills.
- Ability to serve as an internal resource and consultant, and work collaboratively with a wide array of faculty, staff and/or administrators.
- Ability to communicate effectively, both verbally and in writing.
- Ability to exhibit creativity, self-direction and the capacity for independent work, multi-tasking and organizational skills.
- Ability to participate in evening, weekend and travel commitments as necessary and actively represent Distance Learning at professional association meetings as requested.

Minimum Qualifications:  
- Master’s degree in Educational Technology, Curriculum/Instruction, or related field plus one year additional graduate work in curriculum or instructional design or related field.
- A minimum of one year of part-time (at least 50%) experience designing online instruction in higher education.
- Experience providing multi-media technical support for faculty and staff.

Preferred Qualifications:  
- Experience teaching online in higher education to students at a distance.