



Job Description

Job Title:	Instructional Developer II	Grade:	L
Department:	Retention Services	FLSA:	Exempt

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

General Function:

Assists in developing and maintaining advisor training courses and comprehensive training materials incorporating appropriate technologies; analyzes training needs to support and deliver faculty and staff advisor training.

Characteristic Duties and Responsibilities:

1. Develops comprehensive advisor training courses.
2. Reviews, interprets, and prioritizes campus-wide advisor training needs.
3. Assists in the development of a new advisor training system correlating with implementation of the new Datatel Colleague system.
4. Assists in the coordination, delivery, and assessment of advisor training.
5. Assists in the overall marketing efforts of the department.
6. Develops a web-based instructional system for advisor training.
7. Works with a diverse constituency on campuses to build a strong advising network for students.
8. Performs other duties as assigned.

Reporting Relations:

Direction Received: Reports to Associate Dean, Student Success Services
Direction Given: No authority or responsibility for the supervision of other employees

Minimum Requirements:

Master's Degree from a regionally accredited institution in Education or Instructional Technology; 6 months of instructional development experience and 2 years of education experience



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Knowledge, Skills, Abilities and Worker Characteristics:

Knowledge of principles and methods for curriculum and training design, for teaching and instruction for individuals and groups and for measuring training effects

Knowledge and application of emerging technologies and associate software

Ability to apply technology in teaching/learning process

Competency in applying and using computer and emerging technologies

Knowledge of learning theories in development and application of instruction

Ability to interact and provide information to individuals or groups with diverse background

Listening skills

Working Conditions:

Typical office environment; may walk between buildings on campus; may travel to other campuses and overnight travel to conferences and seminars; may frequently lift or carry objects up to 5 lbs.; may occasionally stand for an extended period of time; may experience minor discomfort from extensive use of a computer and display