



MIT Position Description

Job Title: Instructional Designer 1	Position Title: Instructional Designer
Reports to: Manager of Instructional Technology	% Effort or Wkly Hrs: 40
Department: Sloan Technology Services	

Position Overview:

The Instructional Designer is a member of the Instructional Technology and AV Support Services(ITSS) team. This team is responsible for improving teaching and learning in the classroom, online, and blended learning environments. This position will work on a variety of projects aimed to improve teaching and learning at MIT Sloan. This role will focus on collaborating with and guiding faculty and key partners to create pedagogy and curricula. The role integrates current and emerging educational technologies into instructional design by incorporating instructional design methodology into their curriculum by way of redesigning course materials, activities, and assessments to incorporate existing and emerging technologies that will aim to improve overall learning outcomes and enhance the student experience.

Principal Duties and Responsibilities:

- **Instructional Design Projects (25%)**
 - Researches and prepares for topics for course and content development.
 - Communicate, and supports a diverse group of faculty and constituents towards creation of online curricular content from initial consultation to project close
 - Set project expectations and timeline with faculty and vendor partners
- **Provides Instructional design guidance and development (30%)**
 - Supports excellence by using adult learning theory, assessment, and other education principles to guide the development of online course content, assessments, and learning activities.
 - Collaborates closely with SMEs to develop and/or coordinate the development of instructional videos, images, audio, quizzes, tests, simulations, or other learning objects.
- **Development of media content and incorporate into LMS (30%)**
 - Consult with faculty to draft up script, storyboard, knowledge checks, and associated lesson plans for any flipped classroom video content
 - Accompany faculty to recording studio to direct the performance
 - Build the flipped classroom modules into Canvas LMS
 - Writes program design plans and course outlines
- **Supports and maintains relationships with key stakeholders and vendors (5%)**



As needed supports and may manage relationships of internal and external partners including studio/editing vendors and MIT technology partners, and faculty in creating appropriate content for online courses

- **Researches and pilots emerging instructional technology (5%)**
- **Performs other duties as assigned (5%)**

Supervision Received:

- Reports to Manager of Instructional Technology
- Autonomous role that can manage multiple projects and prioritize under minimal supervision

Supervision Exercised:

- N/A

Qualifications & Skills:

REQUIRED EDUCATION AND EXPERIENCE:

- Bachelor's degree in a related field required.
- Minimum 3 years of relevant experience required.

PREFERRED EDUCATION AND EXPERIENCE:

Education:

- Master's degree in Education, Instructional Design, Educational Technology (or similar field) with 4 years of relevant work experience and demonstrated experience in curriculum and program design in higher education preferred.

Technical Skills

- Strong demonstrated technical skills and experience using: Canvas LMS; Zoom; Panopto; Macintosh and PC platforms; Camtasia or similar technologies in a teacher role
- Extensive, demonstrated experience using Learning Management Systems or Course Management Systems.
- Knowledge/Experience with authoring tools and educational technology standards
- Demonstrable technical troubleshooting and problem-solving skills
- Experience developing and maintaining technical documentation

Instructional Design Skills:

- Experience teaching or training one-on-one or in a group setting.
- Experience using technologies to design student-centered learning materials in a digital learning environment.
- Evidence of the ability to design assessments and activities that promotes learning



- Familiarity with web best practices regarding accessibility, navigation, and usability including ADA compliance, Section 508, Fair Use guidelines, FERPA and the TEACH Act.

Project Management

- Demonstrated familiarity with standard principles of project management
- Must be able to coordinate multiple tasks, set priorities, and meet deadlines
- Must be resourceful, detail-oriented and able to operate independently and on a team
- Experience gathering and analyzing business and end user requirements

Relationship Management/Customer Service

- Strong demonstrated skills in building and maintaining stable working relationships with faculty, staff, and students
- Experience providing direct technical customer support on the phone, online, and in person
- Excellent demonstrated client-facing oral and written technical communications skills.
- A positive, responsible, and cooperative customer service attitude
- A high degree of professionalism, diplomacy, and sensitivity to the needs of the academic/staff community
- Possess a professional work ethic and a willingness to maintain and increase applicable knowledge and skills
- Reputation as passionate and well-versed in adult-learning theory and instructional design in a higher education setting.
- Creative, educator-minded instructional designer who can partner with faculty to rethink and interpret traditional classroom content in order to create engaging online Canvas course sites that support the in-classroom experience of Sloan students.
- The ideal candidate has successfully managed working closely with faculty/SMEs to develop and/or coordinate the development of instructional videos, images, audio, quizzes, tests, simulations, and other learning objects.

** To comply with regulations by the American with Disabilities Act (ADA), the principal duties in position descriptions must be essential to the job. To identify essential functions, focus on the purpose and the result of the duties rather than the manner in which they are performed. The following definition applies: a job function is essential if removal of that function would fundamentally change the job.