

UNIVERSITY OF SOUTHERN CALIFORNIA

Senior Instructional Designer

Job Code: 140005

OT Eligible: No

Comp Approval: 9/10/2021

JOB SUMMARY:

Develops and implements procedures and structures used to create complex online, in-person and/or blended courses. Partners with faculty/staff to design and/or revise course structures (both basic and advanced) and complete design implementations across individual modules. Synthesizes intricate learning needs into concise materials. Oversees the writing of course content and content transfers. Serves as a trusted advisor in course development and implementation for varied stakeholders across the university.

JOB ACCOUNTABILITIES:

***E/M/NA % TIME**

_____	_____	Strategizes with faculty/staff in the creation and implementation of learning outcomes and tools to analyze teaching needs for courses. Develops high-level instructional design strategies and guidelines for utilizing learning outcomes and analytical tools to incorporate needs. Collaborates with relevant stakeholders to implement complex projects and provides subject matter expertise.
_____	_____	Creates and revises course design documents, rich media content, learning management systems and related materials to meet requirements for complex and/or large-scale instructional programs. Coordinates the collaboration process with faculty, staff, teaching assistants and external stakeholders to facilitate the writing of course content and content transfers. Adapts content to audience segments and reviews content transfers to ensure adherence to course design.
_____	_____	Selects and implements different course models and learning management systems suitable for various identified student populations and external markets. Applies instructional strategies for course delivery, providing context and sharing expertise for the development of generic online learning tools. Partners with faculty/staff to develop structures and procedures that streamline course design and/or implementation. Ensures that courses meet ADA and universal design for learning principles.
_____	_____	Leverages expertise in user experience (UX) design principles (e.g., usefulness, usability, desirability) to create complex online, in-person and/or blended instructional courses in partnership with faculty/staff. Develops production timelines and applies basic course structures for the creation of individual course modules. Translates learning outcomes into appropriate activities and assessments.
_____	_____	Serves as lead for learning projects, providing strategic guidance on learning product design, required resourcing, oversight of junior designers and course developers. Conducts quality assurance on content, design, associated learning science, and alignment of course content with learning objectives. Stays current with trends in higher education and corporate learning, as well as innovations in pedagogical research, learning experiences, and UX design principles. Makes presentations at conferences and may publish in professional journals.

_____ _____ Advises on the continuing development of coherent instructional design strategies based on current research. Represents instructional design philosophies with internal/external stakeholders. Promotes an environment that fosters inclusive relationships and creates unbiased opportunities for contributions through ideas, words, and actions that uphold principles of the USC Code of Ethics.

Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.

***Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.**

EMERGENCY RESPONSE/RECOVERY:

Essential: No

Yes In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

JOB QUALIFICATIONS:

Minimum Education:

Bachelor's degree

Minimum Experience:

5 years

Minimum Field of Expertise:

Bachelor's degree in instructional design, training and organizational development, human resources, cognitive science, human-computer interaction (HCI), or related fields. Five years' experience in curriculum development, learning experience design or user experience. Ability to interpret, analyze, and apply pertinent policies, procedures, regulations, and requirements. Research experience. Demonstrated interpersonal, critical thinking and project management skills. Demonstrated knowledge of adult learning theory and application of theory to learning deliverables. Experience creating learning content in a virtual setting. Ability to apply user experience principles (e.g., usefulness, usability, and desirability) to create engaging learning activities. Knowledge of human-centered design, design thinking and Agile design methodologies. Ability to translate content into visual, multimedia experiences, leveraging graphics, motion graphics, audio and visual design skills. Experience creating virtual or augmented reality courses. Demonstrated knowledge of gamification principles and application to learning experiences. Excellent written and oral communication skills. Demonstrated understanding of the nuanced messaging required for various audiences and distribution channels. Experience distilling complex topics and content into personable, easy-to-understand information. Ability to oversee concurrent projects, prioritize competing assignments, and work under pressure with frequent interruptions. Demonstrated proficiency with Microsoft Office. Ability to exercise discretion with confidential information.

Preferred Education:

Master's degree

Preferred Experience:

7 years

Preferred Field of Expertise:

Master's degree in instructional design, training and organizational development, human resources, cognitive science, human-computer interaction (HCI), or related fields. Seven or more years' experience in curriculum development, learning experience design or user experience. Experience in higher education and/or organizational change. Basic graphics and video creation/editing experience (e.g., Photoshop, PowerPoint, Illustrator). Demonstrated success shaping the development of new learning experiences and the enhancement of existing programs. Experience utilizing learning management systems. Demonstrated sound judgment in making decisions with minimal supervision. Strong project management skills to lead a concept from inception to execution, including leading course developers. Chartered Institute of Personnel and Development (CIPD) certification or similar: Certified Professional in Learning and Performance (CPLP), Organization Development Certified Professional Program (ODCP), Society for Human Resource Management Certified Professional/Senior Certified Professional (SHRM-CP/SHRM-SCP), Professional in Human Resources/Senior Professional in Human Resources (PHR/SPHR).

Supervises: Level:

May supervise student, temporary and/or resource workers.

SIGNATURES:

Employee: _____ Date: _____

Supervisor: _____ Date: _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

The University of Southern California is an Equal Opportunity Employer