

Sul Ross State University

Position Description

Official Title: Title V Activity Director HITAP (.50)

Title V Instructional Designer PPOHA (.50)

Salary Group: Unclassified (7)

Function: Work with Faculty and Project staff to create distance learning opportunities. Coordinate with faculty to develop/pilot online delivery of curriculum in Graduate degrees in ANRS, HHP, Homeland Security, and Educational Technology. Collaborate with OIT training staff to create/facilitate professional development and web instructional support for the campuses. Coordinate with directors of both grants to develop sustainable processes, instructional materials, and delivery methods for the future of Sul Ross distance education. Other duties as assigned.

Supervision: Grant Directors in PPOHA, HITAP grants.

Education: Required: Associate's degree or higher in technology or instructional field. Bachelor's preferred.

Experience: At least two years' experience with instructional design and support in the higher education environment. Experience in overseeing conversion of classes into distance delivery formats. Demonstrated ability to work as part of a team.

Equipment/Skills

Required: Knowledge of multimedia creation/editing/formatting and display using a variety of multimedia software and hardware. Ability to create training materials for faculty using PC, Mac, or mobile platforms.

Working Conditions: Usual. Exempt from overtime provisions. Position is security sensitive.

Any qualifications to be considered as equivalents in lieu of stated minimums must be approved by the Human Resources Director.

Revised April 29, 2015