

Ideal Job Description

After reviewing advertisements for positions within the field of Instructional Technology, I have synthesized the required duties, skills and experience into an ideal job description which fits my knowledge, skills, interests and career goals. The qualifications below were listed under many titles including: Instructional Technologist, Instructional Designer, Multimedia Instructional Designer, Training Specialist, Technical Trainer, Training and Development Specialist, and Project Manager.

Qualifications:

- Professional preparation in using an array of instructional technologies including hardware and software, multimedia technologies, the Internet and distributed/distance learning technologies.
- Excellent interpersonal and communication skills, ability to work in a team and establish collegial relationships with faculty and staff.
- Proficiency using multimedia hardware, software and equipment.
- Collaborate within a production team to create high-quality websites, graphics, audio/video, and other media.
- Implement evaluation procedures to assess effectiveness of using technologies in the teaching and learning process.
- Experience with assessing/evaluating complex program needs.
- Assist with leadership and management of selected instructional production programs.
- Awareness of usability and accessibility consideration in instructional design.
- Ability to conform to client-specific design requirement, from conservative to cutting edge.
- Assist faculty members in the analysis, design, and development of effective courses and instructional programs.
- Experience in project management, including managing time, establishing priorities, distributing responsibilities, and meeting milestones and deliverables.
- Keep abreast of emerging applications of instructional design theory and instructional technology through research and professional development activities.