

**UNIVERSITY OF ALABAMA SCHOOL OF NURSING
UNIVERSITY OF ALABAMA AT BIRMINGHAM**

JOB DESCRIPTION:

Instructional Design Specialist (2 Positions)

UAB Employment Site # 21904BR

SUMMARY:

This position supports and is responsible to the Assistant Dean for Simulation & Technology which supports the distance education course delivery of designated School of Nursing (SON) courses. This individual works with the Instructional Design Manager and other departmental personnel to prepare and upload course content for the online courses through the appropriate learning management platform. This individual performs this role in accordance with SON and UAB policies and procedures. As staff member in SON, this role has a secondary report to the Director of Operations.

RESPONSIBILITIES:

1. This individual is responsible for set up and upload of course content in the appropriate learning management platform under the direction of the Instructional Design Manager.
2. Provides technical support to faculty and students related to connectivity and development of online courses. Communicates with and provides training and support to staff and faculty for technical issues related to course content delivery.
3. Convert, prepare, format, upload, and configure course exams for use in Blackboard Learn using Respondus or other designated software.
4. Course preparation may include but is not limited to, HTML document Creation, MS Office document conversion to HTML using a variety of programs: Impatica, Adobe Presenter, Dreamweaver, Adobe Acrobat X.

MINIMUM REQUIREMENTS:

A Bachelor's degree in a related field and a minimum of 2 years of related experience is required. Work experience may not substitute for educational requirement. A minimum of one year of experience related to working in a learning management platform, preferably Blackboard Learn required. This individual must have solid skills with database work, HTML, web design, hyperlinks, and file management. Individual must be detail oriented and an application specialist. This position requires that the individual have good organizational and time management skills, be conscientious, be able to work effectively both individually and as a team member, and be self-directed and efficient in accomplishing tasks and responsibilities. Additionally, this individual should have the interpersonal and writing skills to communicate effectively with members of the team, faculty and students. Confidentiality and willingness to adhere to all FERPA guidelines is required. Must possess a working knowledge of a variety of programs such as: Impatica, Adobe Presenter, Deamweaver, Adobe Acrobat X, and Microsoft Office suite.

Updated 11/16/11

UAB is an Equal Opportunity/Affirmative Action Employer committed to fostering a diverse, equitable and family-friendly environment in which all faculty and staff can excel and achieve work/life balance irrespective of ethnicity, gender, faith, gender identity and expression as well as sexual orientation. UAB also encourages applications from individuals with disabilities and veterans.