UNIVERSITY OF ALABAMA SCHOOL OF NURSING
UNIVERSITY OF ALABAMA AT BIRMINGHAM

JOB DESCRIPTION:
Instructional Design Specialist
UAB Employment Site # T60369

SUMMARY:
This position supports and is responsible to the Associate Dean for Technology & Innovation who supports the distance education course delivery of designated School of Nursing (SON) courses. This individual works with the Director of Instructional Technology 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 a staff member in the SON, this role has a secondary report to the Director of HR and Faculty Affairs.

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 Director of Instructional Technology.

2. Provides technical support to faculty and students related to Canvas tools, 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 the Canvas Learning Management System 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 or PDF, using a variety of programs: Dreamweaver, Adobe Acrobat.

5. Assists with technical setup for Live Broadcasts

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 Instructure Canvas preferred. This individual must have solid skills with HTML, web design, 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: Adobe

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.
Dreamweaver, Adobe Acrobat Pro, and Microsoft Office suite, Current Web Browsers, and YouTube. Experience with JavaScript or other high-level language preferred.

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