**Assistant Director, Instructional Design**
**Temple University, Fox School of Business**

The Assistant Director of Instructional Design is responsible for designing and creating highly interactive online learning content for courses in the Fox School of Business. The incumbent will prioritize and handle multiple projects of a highly technical nature and is accountable for delivering work by prescribed deadlines, while adapting to change in a fast-paced environment working as a part of a supportive team. Reporting to the Senior Associate Director for Instructional Design, the incumbent will work with faculty to collaboratively plan, design, develop and revise online course materials for graduate and undergraduate courses in the Fox School of Business. She/he will provide one-on-one service to faculty in various subject areas and work as part of a team to ensure development of courses that meet quality and faculty standards while producing instructional, interactive materials that will be synchronized with high-quality video content.  Performs other duties as assigned.

Required Education and Experience:
Bachelor's degree in Instructional Design or closely related field with at least three years of instructional design experience. Demonstrated experience with online delivery of self-produced content. An equivalent combination of education and experience may be considered.

Required Skills and Abilities:
*Knowledge of online instructional design techniques.
*Demonstrated verbal and written communication skills along with the ability to effectively interact
  with a diverse group of faculty and staff.
*Extensive expertise with Microsoft Office Suite.
*Ability to work with different operating systems, Windows and Mac OS.
*Familiarity with copyright and intellectual property standards for course development.
*Demonstrated expertise in instructional design software, including Camtasia, Adobe E-Learning Suite,
  Video Editing software, and other design tools.
*Knowledge of ADA requirements in online course delivery.
*Demonstrated strong customer service orientation along with the ability to effectively interact with
  diverse groups of individuals.
*Demonstrated knowledge of Blackboard.

Preferred:
*Demonstrated real-time web conferencing expertise, WebEx preferred.
*Experience in a higher education environment.