## Rockingham Community College  
### Position Description  
### Instructional Designer

<table>
<thead>
<tr>
<th>Division/ Department</th>
<th>Academic Affairs</th>
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<tbody>
<tr>
<td>Term of Employment</td>
<td>Grant-Funded; Full-time</td>
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<tr>
<td>Supervisor</td>
<td>Title III Activity Coordinator</td>
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### Job Summary
The Instructional Designer plays a key role in Rockingham Community College’s Title III project. This position supports the Distance Learning Specialist to develop, pilot, and peer review online courses and programs. The Instructional Designer reports directly to the Title III Activity Coordinator.

### Essential Job Duties
- Research and test the most current instructional tools and technology
- Lead development teams in designing online courses and programs
- Collaborate with team on professional development for faculty
- Collaborate with Director of Distance Learning on course design projects
- Assist faculty and staff in identifying, designing, and testing online strategies and methods for online learning
- Coordinate quality and outcomes assessment and other related tasks

### Additional Duties
Perform other related duties as incidental to the work described herein

### Qualifications Required

<table>
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<tr>
<th>Education</th>
<th>Associate’s degree or higher in instructional design, educational technology, or related field and/or a combination of degree and related work experience</th>
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</table>
| Knowledge and Skills | Minimum two years of experience in developing/delivering online learning programs and services  
                        Minimum two years of experience working in an institution of higher education  
                        Experience in creating accessible online classrooms  
                        Ability to work in team environment |
| Physical Demands   | Must be physically able to perform job duties.                                                                                     |
| Licensing Required |                                                                                                                                   |

### Qualifications Preferred
- QM certifications preferred
- Bachelor’s in a related field
- Three years of experience in instructional design
- Three years of experience providing instructional design for online classroom development
- Experience in providing professional development to faculty and staff

This position description covers the most essential functions and duties associated with this position. Other duties may be assigned by the President or appropriate supervisory personnel. The College reserves the right to alter duties, responsibilities, conditions, working hours, and job title as necessary.