Non-Classified/FEAP FORM

DUTIES AND RESPONSIBILITIES

List and completely explain the current duties and responsibilities of the position. Consider work performance over a 12-month period. Employees must use their own words to describe duties and responsibilities.

Duties and Responsibilities

Work collaboratively with University faculty and outside content experts in the production of Continuing & Professional Education online programming. Continuing & Professional Education online courses are developed and designed at a course standard level that includes learning objectives, assessments, and resources and materials which engage the learner and allow interaction in an online delivery format. The mission of WVU Extended Learning Continuing & Professional Education is to provide quality programming so that professionals can meet certification requirements, and adult learners can attain career goals or fulfill personal interests. Individual will be responsible in a broad scope to Extended Learning programming with particular attention to Continuing & Professional Education non-credit courses as they continue to increase in number.

Through collaboration with other team members, design engaging and effective instructional modules. Assist in the development of course materials that are functional, intuitive, informative, and consistent with sound instructional design principles. Develop and provide recommendations for interface design, sequencing of instruction, use of assessments, and design of course materials-and activities. Determine instructional effectiveness of course modules that are developed. Contribute to the development and implementation of sound practices to facilitate communications among instructors and students. Continually explore new technologies for potential application to instructional requirements and problems.

Specifically:

• Lead, coordinate and/or actively participate on teams assigned to Extended Learning projects (by Extended Learning management) for the design, development and deployment of instructional materials.
• Plan and produce designs for instructional materials.
• Provide instructional design and information architecture services and expertise.
• Ensure the instructional integrity of course development projects through systematic design and clear writing of instructional analyses, narratives and storyboards.
• Assist in assessing the instructional effectiveness of course materials that are produced.
• Provide methods for learning needs analysis to ensure appropriateness of on-line instructional materials.
• Communicate frequently and effectively with various project collaborators to ensure that goals and objectives are being fulfilled.
• Provide consultation to University faculty and content experts in the application of instructional design and the use of instructional technology tools in the delivery of instruction.
• Plan, develop and teach faculty development workshops and other activities in areas of instructional design and in the use of specific instructional technology tools to enhance teaching strategies.
• Assists in the development, distribution and enforcement of instructional technology to assist in teaching, learning and assessment
• Actively participate in the development and/or testing and deployment of eLearning tools.
• Provide periodic formal/informal reports on course development in non-credit programming.
• Provide advice and counsel to Extended Learning on the strategic, tactical and operational issues associated with the development of instructional technology to achieve the desired level of teaching excellence.
• Represent Extended Learning as assigned by Extended Learning management in meetings, forums, workshops, IT Dialogue, sessions.
• Provide direct supervision to student employees, as assigned.
• Perform other necessary and appropriate tasks as directed by Extended Learning management.

QUALIFICATIONS

Education/Knowledge

1. List the level and type of minimum education required to qualify for this position not for the incumbent.

   • Master’s Degree in a relevant field is required or equivalent. Three years experience in the design and development of technology-based instructional materials is required.

2. What licenses or certification(s) (e.g. electrician’s license) if any, are required for the position? Specifically state the reason for this licensor requirement (supervisor’s preference, state or federal law, etc.).

   • None
3. What specific skills are **required** in order to carry out the duties of the position?

**General:**
- Strong oral and written communication skills.
- Excellent organizational skills.
- Commitment to customer service and team-oriented management.
- Excellent interpersonal skills.
- Ability to work collaboratively within an academic community.
- Ability to interpret client needs and produce instructional materials.
- Ability to manage and meet deadlines.
- Proven ability to continually adapt and learn new procedures and tools.
- Effective negotiation skills.
- Must be enterprising, diplomatic, and proactive at solving problems.
- Ability to work independently to diagnose and solve difficult problems.
- Ability to work as lead or member of a (project) team

**Technical:**
- Comprehensive knowledge of current learning and instructional theories and principles applicable to eLearning.
- Knowledge of information architecture principles and methods.
- High level of expertise with tools that facilitate the design of instructional materials (such as storyboards, flow charts, assessments, etc.).
- Basic familiarity with instructional development tools such as HTML & HTML editors, productivity software (such as word processors, spreadsheets, databases & presentation tools), multi-media (such as graphics, animation, audio, & video) development software, etc.
- Experience with web-based course management systems (preferably WebCT).
- Knowledge of emerging technologies applicable to teaching and eLearning.
- Basic knowledge of streaming audio and video, compression methods, file types, and formats.
- Familiarity with graphic design elements appropriate for on-line instruction.

**Experience**

In addition to the knowledge/education, please describe the type and **least** amount of **prior directly related** work experience typically required, if any, for a person coming into this position. Experience listed here is considered as concurrent not cumulative.

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<tr>
<th>Type of Experience Needed</th>
<th>Amount of Experienced Needed (Months/Years)</th>
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<tbody>
<tr>
<td>Web-based instructional material design, development and deployment</td>
<td>3-4 Years</td>
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<tr>
<td>Use of course management tools (preferably WebCT products)</td>
<td>1-2 Years</td>
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<tr>
<td>Leading instructional material development tasks</td>
<td>1-2 Years</td>
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<tr>
<td>Matching eLearning technologies to instructional goals</td>
<td>1-2 Years</td>
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<tr>
<td>Designing and presenting workshops</td>
<td>6 Months - 1 Year</td>
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**ORGANIZATIONAL REPORTING RELATIONSHIPS**

- PLEASE ATTACH A FLOW CHART FOR YOUR ENTIRE DIVISION AND/OR DEPARTMENT TO THIS FORM. **FAILURE TO PROVIDE THIS FLOW CHART WILL RESULT IN A DELAY IN THE PROCESS!**
**DISCLAIMER**

This description does not state or imply that the duties listed are the only duties to be performed by the position incumbent. Justification for information provided in the PIQ may be requested. Employees are required to follow job-related instructions and perform other job-related activities assigned by their supervisor.

All requirements are subject to possible modification in order to provide a reasonable accommodation to individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves, students, other employees, or the general public.

**EMPLOYEE GENERAL COMMENTS**

You may add other information which would be important in understanding your job and which has not been covered in other sections of this form.

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<th>Employee's Signature</th>
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**SUPERVISOR COMMENT SECTION**

This portion of the questionnaire is to be completed by the employee’s immediate supervisor. As a supervisor, it is important that you review this questionnaire for accuracy and completeness and note any comments you may have next to the employee’s responses and please initial. The space provided is for general remarks you may have. Remember, this questionnaire is intended solely for the purpose of accurately describing the position and not the person or her/his performance.

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<th>Immediate Supervisor’s Signature</th>
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**MANAGEMENT COMMENT SECTION**

This portion of the questionnaire is reserved for comments by the second-level supervisor and other management staff members, where applicable, who indirectly supervise this position through other supervisors. As the next level of management over this position, it is important that you review this questionnaire and note any comments you may have next to the employee’s responses and please initial. The space provided below is for any general remarks you may have. Remember, this questionnaire is intended solely for data purposes of accurately describing the position and not the person or her/his performance.

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<th>Second Level Supervisor’s Signature</th>
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