

Learning Designer

POSITION:	Learning Designer
SUPERVISOR:	Director of Learning Design
DEPARTMENT:	Center for Online Learning
LOCATION:	Fully Remote
JOB TYPE:	Full-time
SOC CODE:	15-1255

General Job Description for the Learning Designer:

The Learning Designer is primarily responsible for the design, development, and continuous improvement of online courses. This position blends instructional design expertise with the practical application of best practices in online and adult learning, accessibility, and the integration of generative AI technologies in higher education.

The Learning Designer collaborates with Subject Matter Experts (SMEs) to ensure academic accuracy and relevance while leveraging AI-assisted tools and established course templates to support efficient course development. The role also supports the training of Learning Designers, contributes to course quality assurance, and participates in initiatives that advance innovative approaches to online learning.

Key Responsibilities for the Learning Designer:

[75%] Design and Develop Online Courses

- Design and develop online courses in alignment with the established development queue and institutional design standards.
- Utilize AI-assisted tools to support the efficient development of course materials while ensuring academic accuracy through SME validation and verification.
- Build courses within the Learning Management System (Moodle) following institutional templates and course design practices.
- Integrate multimedia, interactive learning experiences, and emerging instructional technologies that enhance student engagement and learning outcomes.
- Collaborate with SMEs to curate and validate course content and ensure accuracy, currency, and professional relevance.
- Maintain alignment with accessibility standards and Universal Design for Learning principles throughout course development.
- Support the development of a minimum of 24 courses annually across multiple build cycles.

[10%] Learning Designer Training and Quality Assurance

- Assist in training and mentoring contract or remote Learning Designers on course development processes and institutional standards.
- Review course outlines, design documents, and course builds to ensure alignment with instructional design practices, accessibility requirements, and institutional course standards.
- Support the development of internal documentation, tutorials, and resources that guide course development processes.



- Contribute to quality assurance practices that ensure consistency, usability, and accessibility across online courses.

[10%] Course Review and Triage

- Review and update existing online courses to maintain quality and alignment with institutional standards.
- Support course revisions, including textbook updates, Open Educational Resource (OER) conversions, accessibility improvements, and other minor course updates.
- Address issues identified in active courses and assist in maintaining the overall quality and functionality of the online course catalog.
- Assist in evaluating courses for continuous improvement and alignment with evolving course design practices.

[5%] Contribute to Strategic Innovation in Online Learning

- Explore emerging instructional technologies, AI applications, and innovative course design approaches.
- Pilot new tools and learning strategies that enhance student engagement and learning outcomes.
- Participate in professional development activities and contribute ideas that advance the quality and effectiveness of online learning.
- May contribute to conference presentations, research, or institutional initiatives related to online learning and educational technology.

Additional Duties

- Perform other duties as assigned by the Director of Learning Design.

Qualifications for the Learning Designer:

Education:

- A master's degree in education, instructional design, educational technology, or related field.

Experience:

- Experience designing online courses or instructional materials in higher education or a similar learning environment.
- Experience using Learning Management Systems (Moodle preferred).
- Experience with instructional design tools, web authoring tools, or multimedia development tools.
- Familiarity with generative AI tools and their application in course design and development.
- Knowledge of instructional design principles, adult learning methodologies, learning outcomes alignment, and Universal Design for Learning.
- Basic knowledge of HTML editing.

Other:

- Strong written and verbal communication skills.
- Ability to work independently, manage multiple projects, and collaborate effectively within a virtual and cross-functional team environment.
- Ability to work independently while managing multiple projects simultaneously.

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