

Job Description

Job Title:	Library Associate, Instructional Design
Department:	Library
Reports To:	Learning, Teaching, and Instructional Design Librarian
Jobs Reporting:	None
Salary Grade:	USG 7
Effective Date:	January 2022

Primary Purpose

The Library Associate, Instructional Design (the Associate) contributes, as a member of the Instructional Design team, to the online instructional presence of the Library by creating multimedia learning materials, interactions, and interfaces. The team actively shepherds identified online instruction priorities from conception through assessment within the Library and, as appropriate, in collaboration with external units. The associate assumes leadership and project management roles for multiple, simultaneous instructional design projects across Library units.

Key Accountabilities

Instructional Design

- Supports and advances the Library's strategic directions to further the Library's contribution to the campus Strategic Plan for learning, teaching, and research in the campus community
- Collaborates with multiple stakeholders to develop instructional material, coordinate, write and edit learning content
- Develops and maintains competency in specialized software necessary for instructional design work
- Applies sound instructional design principles to assure learner interaction and content retention including learning objectives, storyboarding, assessments where appropriate
- Maintains and oversees material in the Library's Online Learning Objects Repository
- Develops and applies graphic design principles and techniques to instructional design projects
- Participates actively in supporting all members of the instructional design team
- Ensures established procedures and best practices are followed and maintained
- Maintains awareness of AODA best practices
- Stays current with trends and developments in instructional design within the academic library context
- Supervision of co-op students to support graphic design work and other design elements of instructional design work as needed
- Maintains an awareness of and practices inclusive pedagogies and equal access learning
- Participates in professional development in areas of responsibility

Customer Service

- Solves problems and communicates resolutions effectively to stakeholders including members of the instructional design team, other Library staff members, and learners
- Assists with resolving technical issues related to instructional design work
- Fosters collaboration, information sharing, and partnerships between departments

Job Description



- Communicates effectively with external stakeholders, in both oral and written formats
- Participates in Library committees and groups, and fosters collaboration, information sharing, partnerships between departments
- Articulates application of online teaching and learning strategies for a variety of stakeholders
- Follows best practices around inclusive language, images, and design in work and through communication with stakeholders

Project Leadership, Oversight, and Management

- Determine and define project scope, objective, and timelines
- Establishes and maintains communication strategies within the instructional design team
- Appraises and reports on both the overall status and progress of multiple, simultaneous projects through regular updates, meetings, and communications
- Leads design progress and review meetings
- Monitors project progress, adjusting timelines and communicating changes as needed
- Delegates project tasks to stakeholders and Instructional Design Team members as appropriate
- Approves final project after learner assessment has been completed

**All employees of the University are expected to follow University and departmental health and safety policy, procedures and work practices at all times. Employees are also responsible for the completion of all health and safety training, as assigned. Employees with staff supervision and/or management responsibilities will ensure that assigned staff abide by the above, and actively identify, assess and correct health and safety hazards, as required.*

Required Qualifications

Education

- Completion of undergraduate degree of equivalent in education/experience

Experience

- Experience with online text-based, audio-visual and multimedia materials used as teaching tools
- Experience providing high quality customer service

Knowledge/Skills/Abilities

- Strong communications skills (oral and written) and interpersonal skills
- Proven ability to work in a busy environment with deadlines, interruptions, and changing priorities
- Ability to manage multiple and simultaneous projects and multiple deadlines
- Demonstrated commitment to excellence in customer service
- Demonstrated analytical and problem-solving skills
- Proven aptitude with detailed software applications and demonstrated ability to learn new technologies

Nature and Scope

- **Contacts:** Internally, communicates with all instructional design team members and information services delivery staff. Externally, this position has significant contact with students, faculty and staff through the provision of quality customer service and instructional design project work. Works with Library Technology and Facility Services and ITMS to resolve technical problems with software applications.
- **Level of Responsibility:** The job has detailed processes which are handled independently. Works with minimal supervision.

Job Description



- **Decision-Making Authority:** Responsible for problem-solving daily issues working with contacts across multiple units. Works with manager and others to solve more complex problems.
- **Physical and Sensory Demands:** Minimal demands typical of a position operating within an office environment.
- **Working Environment:** Minimal exposure to disagreeable conditions typical of a position with responsibility for a time-sensitive activity.