

**UNIVERSITY OF ALABAMA AT BIRMINGHAM
SCHOOL OF NURSING**

**JOB DESCRIPTION:
INSTRUCTIONAL DESIGN SPECIALIST, SR
UAB Job Number: T221273**

SUMMARY:

This position is part of an instructional technology team dedicated to enhancing learner experiences and supporting the mission and strategic goals of the School of Nursing. The role involves collaborating with faculty and staff to identify and integrate current and emerging educational technologies across all learning spaces. The individual will provide expert guidance and technical support for the development, implementation, and ongoing enhancement of distance and blended courses, utilizing the UAB Learning Management Software (LMS) and other innovative tools. Key responsibilities include designing learner-centered experiences, promoting best practices in blended and distance teaching, and offering consultations, group trainings, and quick assistance to faculty and staff. This position reports to the Director of Instructional Technology and the Associate Dean for Technology and Innovation.

RESPONSIBILITIES:

1. Builds, maintains, and supports LMS sites (currently Canvas) for an online program serving hundreds of global learners, ensuring efficiency and a high-quality course experience.
2. Collaborates with faculty and staff to troubleshoot and resolve technical issues, improve course experience, and identify opportunities for process and quality improvements.
3. Acquires and maintains knowledge of current and emerging technologies as they apply to LMS software and systems, exploring innovative technologies and trends that may enhance teaching, learning, research, service and clinical work.
4. Develops and maintains internal policies such as standard operating procedures (SOPs), tutorials, and guides to ensure consistent and effective use of instructional technologies.
5. Acts as an internal consultant by analyzing data and recommending solutions to utilize the LMS to deliver, track, and measure performance to meet organizational objectives.
6. Designs and produces educational graphics, training event flyers, and presentation templates to support instructional and promotional needs.
7. Provides expert guidance and technical support for the development, implementation, and ongoing enhancement of distance and blended learning courses, utilizing the UAB Learning Management Software (LMS) and other innovative tools.
8. Performs other duties as assigned.

QUALIFICATIONS:

Master's degree required in Instructional Technology, Instructional Design, or similar field. A minimum of 3 years of work experience in these areas, preferably in a higher education

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environment is desired. Must have a demonstrated knowledge of supporting an LMS, instructional technology tools and their use in teaching and learning. A working knowledge of Microsoft Office, Adobe Creative Suite, HTML, CSS, is desired. Requires outstanding communication and consultative skills and must be able to apply these skills with faculty and staff at all educational levels. Must be detail oriented, have excellent time management and organizational skills, and be able to effectively lead and execute projects and initiatives. Must be able to work independently and as a team player. Must have a demonstrated broad knowledge of instructional technology tools and their use in teaching and learning.

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