

# WAYNE STATE UNIVERSITY

<b>TITLE</b> E-Learning Specialist, University Libraries	<b>DATE</b> 7/21/2011	
<b>ECLASS</b> NE	<b>EEO</b> 30	<b>PCLASS</b> ID103
<b>GROUP</b> 10	<b>SALARY BAND</b> D	<b>FLSA</b> E (Exempt)

## **JOB PURPOSE**

Participate in the design, construction and implementation of e-learning applications and courseware that support library system objectives. Work in close partnership with library system teams and partners to design, develop and implement e-Learning projects. Develop web-based course materials and convert existing content into a web format. Evaluate the quality and consistency of existing web-based courses by assessing the instructional effectiveness of the course materials with the customers' needs.

## **ESSENTIAL FUNCTIONS**

Coordinate, plan and oversee the design, development and implementation of e-Learning in the library system; recommend instructional strategies in the development of instructional design objectives, guidelines and procedures; conduct needs analysis; design process flow chart; design and produce e-Learning course modules that accomplish designated learning objectives and adhere to design specifications.

Assess and recommend selection of appropriate instructional multimedia technology (i.e., personal computers, authoring programs, digital still and video equipment, graphical design software and hardware, etc.) in the design and development of e-Learning materials. Interface with library system new media and information technology personnel to determine software and hardware functionality.

Serve as an instructional design subject matter expert to ensure that design methodology is consistently applied to all library system e-Learning projects. Answer questions and provide technical expertise in the instructional design process and effective ways of delivering e-Learning.

Serve as a resource person, liaison and consultant to staff within the library system, University, outside agencies, and vendors as required; attend meetings; resolve technical problems, and provide specialized technical guidance on services.

## **WORK CONTEXT**

Job Reports to	Senior Director
Leadership Accountability	Develops strategic plans and interprets policy
Supervisory Accountability	None
Organizational Accountability	Manages sub-unit of a department
Financial Accountability	None

Customer Accountability	Interfaces with customers inside S/C/D
Freedom to Act	Operates with significant autonomy

**MINIMUM QUALIFICATIONS**

Education: Bachelor's degree

*Additional Education Information:* Bachelor's Degree in Instructional Design or Instructional Technology from an accredited college or university.

Advanced course work in instructional technology, and/or organization development preferred.

Experience: Specialist

*Additional Experience Information:*

Minimum 3 years experience in instructional design (A.D.D.I.E.) and using web-based course management/LMS/Blackboard. Experience working within a higher education setting is preferred. Demonstrated knowledge of adult learning theory and experience applying this knowledge to developing instructional programs that are delivered through technology and web-based learning. Demonstrated technical proficiency in use of: MS Office (Words, Excel, and PPT), Captivate, Articulate, Flash, Lectora, and/or Wimba.

**KNOWLEDGE, SKILLS & ABILITIES REQUIRED**

COMPUTER SKILLS: Can use office productivity software including, MS Word, Power Point, and Excel. Highly proficient in the use of e-Learning applications and tools such as Captivate, Articulate, Wimba, Live Cycle, Lectora, Flash, and Adobe Acrobat.

INNOVATION: Displays original thinking and creativity. Translates concepts and information into images. Designs workflows and procedures as related to e-Learning.

PROBLEM SOLVING SKILLS: Presents ideas and information in a manner that gets others' attention. Gathers and analyzes information skillfully. Works well in group problem solving situations. Meets challenges with resourcefulness as well as generates suggestions for improving work.

INTERPERSONAL SKILLS: Solid interpersonal skills; ability to work well with people of all levels of expertise both within and outside the University. Changes approach or method to best fit the situation. Applies techniques for influencing without authority. Openly and freely shares expertise with others.

COMMUNICATION SKILLS: Excellent written and oral communication with the ability to: effectively present information one on one and to small and large groups; negotiate, persuade and influence others; edit documents for accuracy, grammar and spelling; and can vary writing style to meet audience needs.

INITIATIVE: Looks for and takes advantage of opportunities. Takes independent action and calculated risks. Demonstrates persistence and overcomes obstacles to accomplish a task or goal.