



# MIDDLE TENNESSEE SCHOOL OF ANESTHESIA

## INSTRUCTIONAL DESIGNER

### JOB SUMMARY

Under the direction of the Registrar and Director, Academic Coaching, the Instructional Designer performs tasks to support all MTSA Programs.

### ESSENTIAL QUALIFICATIONS

- Bachelor's degree in instructional design, technology, or other related field or equivalent work experience is required.
- At least 3 years of higher education organization and/or healthcare experience preferred.
- ATD Instructional Design Certification preferred.
- Knowledge of adult learning theory.
- Knowledge of instructional design models, including instructor-led, eLearning, mobile, and performance support applications, etc.
- Strong interpersonal and communication skills.
- Expert technical writing skills to produce user guides, manuals, audio/video transcripts, instructional documents, etc.
- Basic knowledge of HTML programming preferred.
- A thorough working knowledge of the full suite of Microsoft Office products is required.
- Experience using Instructional Design software, including Articulate 360, Adobe Captivate, Audacity, etc.
- Experience providing instructional design support using Learning Management Systems (LMS) is required, prior experience using Brightspace is preferred.

### RESPONSIBILITIES

- Collect, Within the scope of MTSA policies and procedures, this role includes the following:
- Design instructional approaches and assist faculty in course development, including overall course design from concept to implementation.
- Collaborate with faculty to develop customized web-based instructional elements and manage online course development.
- Assist faculty with the selection and/or development of instructional strategies that align with measurable course and lesson learning outcomes.
- Analyze target audience, learner environment, and existing content to identify appropriate instructional strategies and develop measurable learning objectives.
- Collaborate with subject matter experts (SMEs) to assess learning needs, objectives, and outcomes to produce quality digital learning assets.
- Apply tested instructional design theories, practice, and methods.
- Develop exercises and activities which enhance the learning process.
- Design and produce learning materials in a variety of formats to support teaching and learning.
- Design and develop educational course materials using instructional design techniques in conjunction with adult learning theory.
- Provide support to faculty, including assisting in integrating technology into their curriculum.
- Design and develop assessments to support and analyze learning needs and effectiveness.
- Design, develop, and deliver training for the use of the LMS and supported instructional technologies.
- Create and publish job aids and user manuals for the LMS and other supported instructional technologies, which can be easily understood and followed by faculty and students with varying degrees of familiarity with technology.
- Provide support for students and faculty in the use of the Brightspace LMS.
- Maintain project documentation and course folders.
- Other job-related duties as assigned.

### REPORTING

Reports to the Registrar/Director, Academic Coaching.



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## COMMITTEE INVOLVEMENT

MTSA Staff Committee Member

## ATTENDANCE

Expected to be available and on campus during normal business hours of Middle Tennessee School of Anesthesia, Monday through Thursday, 8:00 am to 6:00 pm CST.

## WORKING CONDITIONS

Conditions are generally those of a typical office environment, requiring frequent oral communication with students and colleagues, the ability to enter data and written communications in electronic format in a timely manner, and sufficient mobility to be present.

## CONTACT

Please submit your resume to the Office of Human Resources via email at [HR@mtsa.edu](mailto:HR@mtsa.edu).

*Middle Tennessee School of Anesthesia is an equal opportunity employer. It is our pledge to treat all applicants fairly and equitably in the recruitment and selection process. We endeavor to be a service-minded organization and respond to the needs of our applicants.*