



JOB INFORMATION

Job Code:	140011
Job Title:	Educational Program Designer
FLSA Status:	Exempt
Supervisory:	Leads one or more employees performing similar work.
Job Family:	Instructional Systems Design
Job Family Group:	Instructional Design 1
Management Level:	7 Individual Contributor

JOB SUMMARY

Provides educational planning and design expertise and support to department's communication, education and outreach programs. Creates online, face-to-face and/or blended courses and products. Collaborates with digital products manager to design and develop web-based products for educational environments. Plans and implements professional development activities for educators including workshops, lectures, professional conferences and forums, facilitated discussions and field trips. Presents content or pedagogy information at educator conferences and other professional meetings.

JOB QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study
X		Bachelor's degree	

Additional Education

Check here if experience may substitute for some of the above education.

<input type="checkbox"/>	Combined experience/education as substitute for minimum education
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Work Experience

Req	Pref	Work Experience	Experience Level
X		3 years	

Additional Work Experience

Check here if education may substitute for some of the above work experience.

<input type="checkbox"/>	Combined experience/education as substitute for minimum work experience
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Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Directly related experience in curriculum development, instructional design courses and/or on-line teaching in a university or corporate environment.
X		Demonstrated interpersonal, critical thinking and communication skills.
X		Demonstrated proficiency in Microsoft Office.

Other Job Factors

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Provides educational planning and design expertise and support for communication, education and outreach programs including content review, alignment of educational materials with state education standards and testing, and pedagogical content knowledge for electronic products. Creates online, face-to-face and/or blended courses and products. Collaborates with digital products manager to design and develop web-based products for educational environments. Reviews web-based materials for educational programs based on an array of pedagogical parameters. Reorganizes, reinterprets and summarizes technical information for non-specialist audiences. Applies instructional strategies for online, face-to-face, and/or blended course delivery. Assists with development of generic online learning tools.				
Designs, develops, implements and evaluates informal education products such as curriculum, information education programming, multimedia presentations, museum exhibits, exhibit guides, professional development for museum educators and activities.				
Plans and implements professional development activities for educators including workshops, lectures, professional conferences and forums, facilitated discussions and field trips. Presents content or pedagogy information at educator conferences and other professional meetings.				
Designs, develops and implements evaluation assessment instruments for educational programs. Performs data collection, analyses, and evaluation. Reports conclusions and makes recommendations for development of instructional design strategies based on findings, as appropriate. Conducts appropriate literature reviews.				
Provides leadership and guidance to staff, student workers and volunteers. Schedules and assigns work. Determines priorities and sets deadlines. Trains staff in the implementation of educational programs. Demonstrates techniques, equipment or procedures.				
Provides staff support at department relation functions such as technical meetings, press conferences and planning sessions.				

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC’s policy at: https://policy.usc.edu/mandated-reporters/
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC’s policy at: https://dps.usc.edu/alerts/clery/			No

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job

description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.