UNIVERSITY OF SOUTHERN CALIFORNIA

Educational Program Designer

Job Code: 140011

Grade: J
OT Eligible: No
Comp Approval: 10/2/2007

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 K-16 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 ACCOUNTABILITIES:

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<th>*E/M/NA</th>
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<th>DESCRIPTION</th>
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<td>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.</td>
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<td>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.</td>
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<td>Plans and implements professional development activities for K-16 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.</td>
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<td>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.</td>
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<td>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.</td>
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<td>Provides staff support at department relation functions such as technical meetings, press conferences and planning sessions.</td>
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Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

**EMERGENCY RESPONSE/RECOVERY:**

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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.

**JOB QUALIFICATIONS:**

**Minimum Education:**
- Bachelor's Degree

**Minimum Experience:**
- 3 Years

**Minimum Field of Expertise:**
- Directly related experience in curriculum development, instructional design courses and/or on-line teaching in a university or corporate environment. Demonstrated interpersonal, critical thinking and communication skills. Demonstrated proficiency in Microsoft Office.

**Skills: Other:**
- Analysis
- Assessment/evaluation
- Communication -- written and oral skills
- Conceptualization and design
- Consulting
- Curriculum development
- Interpretation of policies/analyses/trends/etc.
- Knowledge of applicable laws/policies/principles/etc.
- Lead/Guidance Skills
- Networking
- Organization
- Planning
- Project management
- Public speaking/presentations
- Research
- Teaching/Training

**Skills: Machine:**
- Computer Network (Department or School)
- Computer Network (University)
- Computer Peripheral Equipment
- Fax
Personal Computer
Photocopier

Supervises: Level:

Leads one or more employees performing similar work
May oversee student, temporary and/or casual workers.

SIGNATURES:

Employee: ________________________________  Date:______________________________

Supervisor: ______________________________ Date:______________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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