College of the Redwoods   Position Description

Position: Instructional Multimedia Developer III	Position Number:
Department: Distance Education	FLSA: non-exempt
Reports to: Dean of Distance Education	Salary Grade: 120

Summary

Under the direction of the Dean of Distance Education, and working with the Director of Instructional Design and Training, this position will perform a variety of technical and multimedia development duties that will enhance courses delivered both at a distance and in hybrid face-to-face and e-learning environments. In working with instructional designers and faculty, this position will serve as a catalyst for promoting the use of such technologies in online learning. This individual will be able to provide creative solutions to existing or new training resources and seek to improve functionality in form and design. This position will be responsible for identifying, testing, and recommending cutting-edge multimedia technologies. Continuation of this position is contingent upon continued grant funding.

Essential Duties and Responsibilities

- Leads developers in implementing the Director of Instructional Design and Training's approved approach.

- Lead final tuning, testing, debugging, and QA for all complex multimedia objects.

- Develop and/or interact with databases for an electronic repository of learning objects used throughout the education enterprise.

- Create online interactions, including complex simulations, that match the content and assessment needs of specific e-learning courses as outlined by the Director of Instructional Design and Training or the Dean of Distance Education.

- Develop virtual worlds through software like Second Life or other world-building environments that allow for simulated educational experiences such as field-trips, skill-building, and process enhancement.

- Develop interactions that require Distance Education programming, such as ActionScripting, to integrate with a database or LMS for the capture of user responses, branching to multiple modules, and execution of related multimedia objects.

- Design, develop and document multimedia and web-based systems and content to meet the ADA standards and the procedures defined for the team.

- Provide project management updates on own work.

- Prepare training materials, documents, user and procedure guides and operating instructions as required. Prepare and deliver staff and faculty training courses as on multimedia design as required.

- Research new multimedia products and software capabilities and make recommendations to the Director and Dean regarding possible use in future projects.

- Participate in formal training opportunities to acquire hands-on knowledge of web-based training and other technology advances pertinent to multimedia-based educational development.

- Participate in formal training opportunities to acquire knowledge of instructional design and the appropriate use of technology to meet specific educational goals and outcomes.

- Design delivery of remote, live classroom transmissions. Assist as needed in Distance Education video and web conferencing by operating cameras, computer conferencing hardware, computers and peripherals, telecommunications devices and studio switchboards.

Qualifications

Knowledge and Skills

Demonstrated expertise in the following is required: HTML, Flash, CSS, Photoshop, Java Script, Action Script, graphics and video editing, video conferencing cameras and related equipment. A willingness to learn new technology and Distance Education programming skills is also required. .

Abilities

- Abilities to perform the essential responsibilities and work tasks of the position.
- Excellent interpersonal, verbal, and written communication skills with the ability to work well in a team environment.
- Ability to communicate with a wide-range of constituents and simultaneously prioritize work effectively in a fast-paced, deadline-oriented office environment.
- Solicits input of those who are affected by plans or actions.
- Identifies team goals and ways to work with co-workers to accomplish those goals; works to keep group activities productive/focused on results.

Physical Abilities

Education and Experience

This position requires Bachelor's degree in Computer Science, Information Technology, Management of Information Sciences, Instructional Technology, Instructional Design, or related degree and three years of multimedia development experience. Five years of related experience may be substituted with an AA or AS degree.

Licenses and Certificates