Instructional Design and Media Production Specialist

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Req No.: 2025-19726

Category: Information Technology

Type: Full-Time Contract

Salary: $33.65 per hour

Dept/Proj Name: SDSU Global Campus

Overview

- **This position is open until filled with an application review to take place after November 21, 2025.**
- **The salary for this position is $33.65 per hour and is non-negotiable.**

Under the direction of the Executive Director of Instructional Design, the **Instructional Design and Media Production Specialist** collaborates with faculty, academic departments, and technical staff to design, develop, and enhance online and hybrid courses.

This position combines expertise in instructional design, learning technologies, and digital pedagogy to support effective teaching and learning. The Specialist provides consultative guidance to faculty in applying instructional design principles and academic technologies,

while coordinating with media staff and student assistants to produce high-quality course materials.

Responsibilities:

Instructional Design & Faculty Consultation - 35%

- Collaborate with faculty to design, develop, and revise online and hybrid courses that align with program outcomes and instructional goals.
- Consult with faculty on effective pedagogical strategies, course alignment, and learning assessment.
- Recommend appropriate instructional technologies and digital tools to enhance learning experiences.
- Ensure course design aligns with principles of accessibility, inclusivity, and usability (WCAG, Section 508).

Media Production and Coordination - 35%

- Coordinate with media production staff and student assistants to plan, produce, capture, edit, and distribute instructional media (video, audio, graphics, or interactive content).
- Guide faculty in developing effective multimedia learning assets that align with pedagogical goals.
- Support the organization and delivery of media assets in digital learning environments.

Project Coordination & Quality Assurance - 15%

- Plan, organize, and manage multiple course design projects simultaneously, ensuring timely delivery and quality, using project management tools such as Smartsheet.
- Maintain project documentation and communicate progress with faculty and internal stakeholders.
- Apply quality assurance frameworks (i.e., CSU QLT) to evaluate and improve course design.

Educational Technology Integration - 5%

- Evaluate and implement educational technology tools within the Learning Management System (*Canvas*) and related platforms.
- Provide training and resources for faculty and staff on best practices in using instructional technologies and online pedagogy.
- Research emerging technologies and make evidence-based recommendations for instructional enhancement.
- Collaborate with IT and media teams to test and integrate new tools and applications that improve teaching and learning outcomes.

Professional Development & Continuous Improvement - 5%

- Stay current on trends and research in instructional design, learning science, and educational technology.
- Contribute to departmental initiatives, workshops, and documentation that advance instructional quality across Global Campus programs.

Other Duties as Assigned - 5%

Qualifications:

MINIMUM REQUIRED EDUCATION

Bachelor's degree in computer science, information systems, educational technology, communications, or related field or similar certified coursework in applicable field of study.

PREFERRED QUALIFICATIONS AND SPECIAL SKILLS

- Master's degree in instructional design, learning technologies, or a related field.
- Two years of experience in instructional design, educational technology, or related areas in higher education.
- Experience leading faculty development workshops or training sessions.
- Familiarity with CSU Quality Learning and Teaching (QLT) or Quality Matters frameworks.
- Experience supervising or mentoring student assistants or interns.
- Working knowledge of HTML, CSS, and accessibility remediation for digital content.
- Advanced competency using media production tools (e.g., Adobe Premiere, Audition, Camtasia, etc.).
- Experience leveraging immersive and Gen AI tools in online course design.
- Experience with UX Design.

ADDITIONAL APPLICANT INFORMATION

- Candidate must reside in California and live within a commutable distance from SDSU at time of hire.
- Job offer is contingent upon satisfactory clearance based on background check results (including a criminal record check).
- San Diego State University Research Foundation is an equal opportunity employer. Consistent with California law and federal civil rights laws, SDSU Research Foundation provides equal opportunity in employment without unlawful discrimination or preferential treatment based on race, sex, color, ethnicity, or national origin or any other categories protected by federal or state law.
- Employment decisions are based on an individual's qualifications as they relate to the job under consideration. Our commitment to equal opportunity means ensuring that every employee has equal access to resources and support.

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San Diego State University Research Foundation is an Equal Employment/Affirmative Action Employer. Applications from qualified minority, female, veteran, and disabled candidates are encouraged.

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