



		ISSUED: 03/22/2018
TITLE: Biomedical Instructional Designer	SALARY TABLE: AP	CLASS CODE: PE370
UNION: P&A – LOCAL 1979, UAW	SALARY GRADE: 13	EEO CODE: 30
JOB GROUPING: Instructional Technology	FLSA: Exempt	EMPLOYEE CLASS: PE

POSITION PURPOSE

The Biomedical Instructional Designer leads and coordinates the design, development and implementation of integrated course content in the basic and conical sciences’ medical school curriculum.

ESSENTIAL JOB FUNCTIONS

Plan and coordinate the design, development and implementation of anatomy, microanatomy, biochemistry, pharmacology and pathology computer based instruction. Recommend instructional strategies in the development of instructional design objectives, guidelines and procedures; conduct needs analysis, create process flow chart and design and produce computer based instruction course modules that accomplish designated self-directed learning objectives and adhere to design specifications.

Assist the Program Director in the scheduling of didactics, curriculum development and other educational programs, as well as develop and maintain curriculum databases. Assess and recommend selection of appropriate instructional multimedia technology in the design and development of computer based instructional materials. Interface with technical computing support personnel to determine software and hardware functionality.

Develop and maintain instructional materials; compile, organize and format contents; write and edit design guidelines, scripts and standardized procedures and processes. Coordinate, develop and conduct training workshops; provide guidance as to the instructional design process.

Ensure successful preparation of high quality submission-ready documents and effective implementation of the clinical writing process.

Implement all activities related to the preparation and compilation of data and information into a single comprehensive package for new and updated clinical regulatory documents.

Serve as a subject matter expert, liaison and consultant in the instructional design and clinical documentation process to basic science and clinical faculty, principal investigators, outside agencies, vendors and external clients; attend meetings; resolve problems, and provide specialized technical guidance on service.

ADDITIONAL COMMENTS

This classification level requires specialized knowledge, education and experience in the design and development in specialized health care related computer based instruction. Work activities involve designing and implementing standard and complex design processes; serving as a facilitator and resource to internal and external groups; participating in a project team environment; and providing functional supervision to subordinate professional personnel. This classification level functions in a lead capacity overseeing and



providing specialized guidance in instructional design methodology and technology, specifically in the field of Biomedicine. This classification reports to and receives work direction from management level position.

MINIMUM QUALIFICATIONS

Bachelor's degree in Biomed, Instructional Design or related field or, an equivalent combination of education and/or experience. Master's degree in Instructional Design preferred.

Three years' experience as a medical writer, designing specifications for instructional materials. Experience in strategic planning, and project management. Supervisory or teaching experience preferred. Video recording and editing experience preferred.

Excellent organizational and project planning skills.

Ability to effectively and professionally communicate orally and in writing to university leaders and staff.

Knowledge of Learning Management Systems. Knowledge of instructional design methodologies and best practices for online learning.

Ability to edit and format written documents with biomedical educational content.