

ADMINISTRATIVE PROFESSIONAL POSITIONS MUST QUALIFY FOR ONE OF THE [EXEMPTION CRITERIA](#) SET FORTH IN RCW 41.06.070.

**ADMINISTRATIVE PROFESSIONAL
Benchmark Job Class
Instructional Design Coordinator/1296**

Function and General Scope

Positions assigned to this class are responsible for working with faculty, staff and students to develop innovative instructional and extension/extended degree programming and public information. Duties include, but are not limited to, providing training for faculty in developing course materials involving the utilization of electronic media; researching, investigating, testing, utilizing and modifying computer hardware and software meeting unit instructional and support requirements; design, create and update informative, innovative, interactive, instructional internet pages linked to unit sites; developing and updating internet pages links for unit, faculty, classes and specialized support sites.

Classification Requirements (Minimum Qualifications)

Positions require a Bachelor's degree in communications, computer science, management information systems or other relevant field and three (3) years relevant related professional experience including experience with complex telecommunication systems or multimedia systems. Any combination of relevant education and experience may be substituted for the educational requirement on a year-for-year basis.