

The logo for the Indian Institute for Human Settlements (iihs) is located in the top left corner. It consists of the lowercase letters 'iihs' in a white, sans-serif font, with a registered trademark symbol (®) to its upper right. The logo is set against a dark red rectangular background.

iihs<sup>®</sup>

INDIAN INSTITUTE FOR  
HUMAN SETTLEMENTS

**JOB DESCRIPTION**

# Instructional Designer – Digital Blended Learning

## About Us

The Indian Institute for Human Settlements (IIHS) is a national education institution committed to the equitable, sustainable and efficient transformation of Indian settlements.

IIHS aims to establish an independently funded and managed national university of eminence for research and innovation focused on the challenges and opportunities of India's urban transition. The proposed IIHS University will be an institution of eminence that will host an integrated programme of quality campus-based education and research, training and lifelong learning for working professionals, distance and blended learning, as well as a whole array of practice and advisory services. The university will have a strong interdisciplinary orientation bringing together theory and praxis that is grounded in the South Asian context and also engages with and draws from knowledge across the globe.

For more information, please see <http://www.iihs.co.in>

## Job Description

Digital Blended Learning is recognised as a strategically important area of future growth at IIHS. The vision for the IIHS Digital Blended Learning programme is ambitious, and involves the creation of a portfolio of Massive Open Online Courses (MOOCs) and other online/blended learning offerings spanning a range of subjects relevant to the study of the Urban, for both domestic and international audiences.

The Instructional Designer – Digital Blended Learning will be responsible for designing and developing compelling learning experiences across MOOCs and other online learning courses at IIHS.

## Activities and Tasks

Responsibilities would include, but not be limited to, the following:

- Working closely with faculty / subject matter experts both internally and externally, to identify learner requirements, define course goals and learning objectives, create course overview documents and draw up course outlines;
- Creating engaging learning activities in various forms (videos, text, animation, etc.), course content, and interaction and assessment activities that enhance knowledge retention and application, using proven instructional design theories, methodologies, approaches, and formats;
- Visualising course flow, user interface, instructional graphics, and the finished product;
- Conducting primary and secondary research and analysis on learners, contexts, and courses;
- Creating standards documents;
- Scripting content for videos and other instructional formats;
- Reviewing content scripts of other content developers;
- Creating supporting material / media, in the form of readings, videos, etc.;
- Working closely with all relevant stakeholders through the online learning course development process to ensure that time, money, and quality levels are met;
- Supporting marketing outreach activities for online learning;
- Supporting other programmes at IIHS, in particular the Academics and Urban Practitioners' programmes, in integrating online learning modules and assets as part of blended learning;

- Providing support to other IIHS activities including academics, research, practice, operations and other activities;
- Participating in all activities of Institution-building at IIHS; carrying out tasks as assigned by IIHS; and travelling on IIHS work within or outside the country as needed.

### **Person Specification**

Applicants should have at least 7 years of experience as an Instructional Designer in a learning or IT company, of which at least 2 years should be in designing online learning programs. A degree or (certified) training in instructional design, educational technology, or similar would be an added advantage.

The key skills / attributes required are:

- Understanding of and interest in some of the key areas that IIHS is involved in;
- Knowledge of learning theories and instructional design models;
- Requirements analysis, macro and micro design of courses and modules;
- Lesson and curriculum planning skills;
- Creating course outlines and design standards documents;
- Devising assessment and learner engagement strategies;
- Creating promotional material for digital and social media to help in outreach activities for courses;
- Understanding of MOOCs and the features and capabilities of commonly used platforms like Coursera and edX;
- Ability to conceptualise online instructional and collaborative learning activities;
- Ability to storyboard and write effective copy, video scripts, instructional text, and audio scripts;
- Ability to work individually, as a leader of a team, as part of a team, and with outsourced entities;
- Rigorous attention to detail;
- Experience of working on time-bound and budget-driven projects;
- Willingness and ability to work flexible hours from time to time;
- Experience with the research community would be an added advantage.

This offer is on an exclusive basis, which implies that other professional assignments (whether compensated or not) that bear a potential conflict of interest with IIHS cannot be undertaken. The search will remain open until the position is filled.

### **Location**

This position is based in Bengaluru and may entail travel to other locations within and outside India.

### **Review and Assessment**

The role and performance of the incumbent shall be subject to normal review and assessment systems at IIHS.

### **Diversity Policy**

IIHS is an equal opportunity employer that encourages women, people with disabilities and those from economically and socially excluded communities with the requisite skills and qualifications to apply for positions.

**To apply**

If you are interested to explore this opportunity with us, please fill the online application form by clicking [here](#). (You can also click on the “Apply Now” button at the end of the Job Description displayed on the website).

**Contact**

Please write to us at [hr@ihs.co.in](mailto:hr@ihs.co.in) if you need any clarifications while filling the online application form.



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