Department Name: Library and Academic Technology Services – Online Teaching and Learning Services

Job Title: Senior Instructional Design, Online Teaching and Learning Services and Assistant Librarian

Rank: Academic Professional

Reports to: Director of Online Teaching and Learning Services.

Purpose of Job:

This position specifically supports the mission by consultation with faculty in creating and maintaining technology enhanced courses to improve the quality of online instruction by using appropriate teaching and learning technologies and instructional techniques.

Essential Job Functions:

- Designs instruction (including all the phases of activity from learning objectives to evaluations) taking into consideration faculty expertise regarding content and meeting student learning needs. Analyze instructional technology needs and recommend appropriate solutions to those needs. Take a proactive approach in anticipating future needs. Provide leadership in the implementation of new technologies.
- Selects appropriate delivery systems and designing techniques for given content. Applies learning theory research to the instructional design process.
- Conducts process and product evaluations. Reviews online courses to maintain high quality.
- Researches, tests and evaluates new software applications and web-based instructional technologies and techniques for use in online environment.
- Works with online education vendor partners to ensure online programs are meeting quality standards and those faculty members have a campus point of contact for support
- Creates training and development materials/procedures and assists faculty and staff in the appropriate use of online instructional technology. Conducts or participates in workshops, committees, & conferences designed to promote the use of technology in teaching.
- Provides regular written and oral reports covering areas of responsibilities.
- Attends professional meetings, seminars and training as appropriate for gaining information and ideas to improve and enhance job performance

Required Qualifications:

- Master's degree in Educational Technology or other related fields
- Strong interpersonal skills, technical/microcomputer skills, organizational and people skills, and analytical/troubleshooting skills.
- Ability to effectively manage multiple projects.
- Enjoys seeking and evaluating new technologies for use within the teaching and learning environment
- Is results oriented and desires projects to be completed successfully
- Has strong relationship building capabilities and can resolve conflicts easily and effectively
- Can build organizational commitment for new approaches to teaching and learning.
- Is able to write well and communicate with a diverse population and is able to anticipate and predict client needs.