

TVCC is a comprehensive community college dedicated to promoting student success.

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## **Instructional Designer**

**GRANT FUNDED – Title III**

Full-time, Professional

REPORTS TO: Vice President of Academic Affairs  
LOCATION: Ontario, Oregon  
STARTING DATE: As soon as mutually agreed

**PURPOSE:** Serves as a Distance Education Faculty Trainer. Work with Help Desk staff and IT Director to develop online student orientation materials; present faculty workshops on strategies to improve online teaching and learning. Lead implementation of Quality Matters and works with the Vice President of Academic Affairs.

### QUALIFICATIONS

**MANDATORY:** Bachelor's degree in Education, Curriculum Development, Student Development, or related field. Knowledge of Learning Management Systems (LMS), including Blackboard. Knowledge of best practices in distance education educational delivery. Must have excellent interpersonal skills and strong oral and written communication skills. Must demonstrate ability to interact with faculty, students and other staff in an academic setting. Ability to relate to students of various ages, ethnic background, and abilities. Must be able to work effectively both as a team member and independently. Must be willing to work a variety of hours, including evenings to assist and implement distance education strategies. Hours will include evenings and weekends. Must have excellent presentation skills and the ability to represent the values and spirit of a public community college to all of its constituencies.

**PREFERRED:** A Master's degree in Education, Curriculum Development, Student Development, or related field. An AEDL (Adult Education/ Distance Learning) emphasis or similar training. Bilingual skills in English and Spanish strongly preferred. Previous experience in a community college. Experience as a faculty member, college admissions, advising, counseling or student life is highly desirable.

### ESSENTIAL FUNCTIONS

Collaborate with Department Chairs, adjunct faculty and staff to improve the overall completion rate of online coursework at TVCC.

Partner with campus-wide departments and the community to promote distance education improvements in both online and hybrid coursework.

Offer workshops and individual assistance to train faculty in best practices for online teaching and learning.

Work closely with the VP of Academics and Director of Information Technology to develop and implement orientation materials, in tutor formats, accessible to students enrolling for the first time in online classes.

Work closely with Director of Institutional Effectiveness to track progress and improvements in online success rates.

Work closely with Writing and Math lab staff to determine means of assisting distance education students with tutoring they need.

Assist in developing collaborative college-wide partnerships and serve on institutional committees to develop and further student success, recruitment and retention efforts.

Utilize college computer programs and tools to track and maintain data, including confidential information.

Maintain up-to-date knowledge of college policies, procedures, programs, and articulation with other Oregon colleges, and surrounding state/private colleges and universities.

Be an active member of Oregon Community College Distance Learning Association.

#### **TERMS OF EMPLOYMENT**

This is a full-time, Professional, exempt, grant-funded position with benefits, including family medical insurance, paid leave, and Oregon retirement plan. **Annual salary is \$41,000.**

#### **APPLICATION PROCEDURE**

**A complete application file consists of the following:**

1. A letter of interest stating how you are qualified to perform the duties of the position;
2. A resume;
3. College transcripts, if any (copies are acceptable at this time);
4. A TVCC application for employment. A pdf fillable application may be downloaded at [www.tvcc.cc](http://www.tvcc.cc) About TVCC > Jobs at TVCC > Current Openings.
5. If applicable, a completed DD Form 214 in order to establish veteran preference per OAR 839-006-0445 and OAR 839-006-0450(3).

*NOTE: If you are unable to supply any requested application information by the deadline, please notify the HR office, otherwise your application may be deemed incomplete and will not be considered further. Materials submitted with the application become the property of TVCC and will be retained in accordance with employment procedures.*

**APPLICATION DEADLINE:** First review will take place on July 19, 2018. Position will remain open until filled. All application materials should be submitted or mailed to: Human Resources, Treasure Valley Community College, 650 College Boulevard, Ontario, OR 97914.

The College reserves the right to reject all applicants and ask for a re-opening of the position or make a direct appointment.

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#### **TREASURE VALLEY COMMUNITY COLLEGE IS AN EQUAL OPPORTUNITY EDUCATOR AND EMPLOYER**

It is the policy of the Treasure Valley Community College Board of Education and the College that there will be no discrimination or harassment on the grounds of race, color, sex, marital status, sexual orientation, religion, national origin, age or disability in any educational programs, activities or employment. Lack of English language skills will not be a barrier to admission and participation in career and technical education programs. Persons having questions about equal opportunity and nondiscrimination should contact the Human Resources Director located in the Student Services Center on the south side of the Four Rivers Cultural Center building, or call (541) 881-5838 or TDD (541) 881-5839.

Persons having questions about or requests for special needs and accommodation should contact the **Disabilities Services Coordinator** at Treasure Valley Community College, 650 College Blvd., Ontario, OR 97914. Telephone (541) 881-5812 or TDD (541) 881-2723. Contact should be made 72 hours in advance of the event.