

Northwestern Michigan College

Job Description

Job Title: Instructional Designer
Classification: Coordinator III, Professional Level 4
Department: Educational Media Technologies
Reports To: Director for Educational Media Technologies
FLSA Status: Exempt
Prepared By: Jan Oliver
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Approved By: Chris Keenan, Director of Human Resources
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SUMMARY

The Instructional Designer supports instructional design, course development, and assures quality learning. This person will use instructional design principles and practices to help instructors and trainers effectively apply adult learning theories and practices, improve teaching and address the demand for assessment and accountability, integrate technology where appropriate, manage instructional projects, and oversee copyright and intellectual property issues. May require working occasional nights and weekends. This individual will have a strong educational and pedagogical background, excellent customer service and people skills, be very approachable, and possess the ability to use effective collaboration techniques in working with individuals and teams with diverse personalities. The ideal candidate will have good listening skills and the ability to communicate with and understand the needs of others, be organized, flexible, self-motivated, able to quickly develop strategies, and will maintain integrity and a good work ethic.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Curricular-based instructional design, development, and assessment support

- Applies sound pedagogical principles and learning theories to curricular design and development.
- Brings instructional design expertise to project teams for curricular development, delivery, and review.
- Maintains current on pedagogical and technology mediated learning through ongoing research.
- Maintains first-hand instructional experience through teaching classes and workshops.
- Aids in the development and review of quality standards pertaining to course development and delivery.
- Provides guidance in the development and implementation of effective and diverse learning strategies.
- Assists in the assessment processes for continuous improvement, including the general education outcome assessment
- Assist in the evaluation of relevant third-party content and software from publishers, vendors, including off-the shelf learning content

2. Technology Integration Support

- Provides instructional design and technology integration expertise to project teams.
- Provides planning, development, delivery, and facilitation support for instructional technology training.
- Researches solutions for innovative project support and implementation.
- Provides ongoing online course management and delivery support including user administration, help desk, and training.
- Meets periodically with academic/instructional areas to maintain current with NMC's instructional needs.
- Assists faculty with multimedia software use and instructional technology integration.

3. Project Management

- Oversees instructional projects either individually or as team leader.
- Provides curricular design leadership to project development and assessment activities.
- Manages project and course development and training activities.
- Coordinates special projects and other activities as assigned.

4. Copyright Oversight

- Oversees NMC copyright guidelines
- Maintains up-to-date on copyright law and educational applications/regulations
- Assists the NMC community in following copyright law through communication and training.

SUPERVISORY RESPONSIBILITIES

May provide backup or functional supervision of staff related to instructional design and online learning area, as needed, in the absence of the Director of Educational Media Technologies. Responsibilities may include training employees; planning, assigning, and directing work; addressing complaints and resolving problems.

EDUCATION and/or EXPERIENCE and CRITICAL SUCCESS FACTORS

Required:

- Bachelor's degree in education, instructional design, instructional technology, or area related to the position
- Three years experience in curricular-based instructional design, applying adult learning theories, assessment, and evaluation to course design and development in diverse content areas
- One year experience teaching and/or training adult learners
- One year experience learning, developing, and/or teaching in the online environment
- Valid, unrestricted Michigan Driver's license to commute to other NMC campuses (or the ability to obtain within 30 days)

Preferred:

- Master's degree in education, instructional design, instructional technology, or area related to the position
- Two or more years teaching experience to adult learners
- Online teaching/training experience
- Online teaching certifications or equivalent
- Course development experience using online course management systems (i.e. Moodle, Blackboard)
- Documented experience applying different technologies to instructional activities
- Demonstrated project management experience
- Demonstrated experience working as a member of a project team
- Demonstrated understanding of the importance of copyright law for compliance in course development and delivery.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid, unrestricted Michigan driver's license to commute to and from NMC campuses or ability to obtain by start date required.

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Language Skills

Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors.

Mathematical Skills

Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

Reasoning Ability

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is occasionally required to stand; walk and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.