MADONNA UNIVERSITY

POSITION ANNOUNCEMENT

Job Title: **Instructional Designer**
Department: Instructional Design and Development
Reports To: Associate Dean of Online Education
Level: 8
Shift/Hours: 40 hours per week
Date Prepared: February 6, 2018

SUMMARY

This position develops program and course level curricula for the online/hybrid instructional environment. Develops, revises and maintains instructional models and content, and quality assurance in assigned courses and programs. Works closely with faculty in course design, and pedagogy instructional technologies.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Collaborates with faculty and other Subject Matter Experts (SME) to design/improve the online, hybrid and face-to-face curricula with a focus on assigned program area, development of new program areas, and instructional design models.
2. Uses various types of instructional technologies including Blackboard Learn and mobile devices to facilitate the delivery of course content.
3. Reviews, updates and implements quality assurance plans for online/hybrid environment courses and ensures the plan contributes to an increase in online student retention and the assessment and evaluation of instructional content.
4. Facilitates the integration of instructional software into Madonna University course content. Designs, develops, and integrates learning objects and multimedia support materials for use in online/hybrid and face-to-face courses.
5. Provides support and trains faculty and staff with using the Learning Management System (LMS) and the effective use of instructional technologies in teaching and learning.
6. Other duties as assigned.

QUALIFICATIONS

The above statements reflect the general responsibilities of the position and should not be construed as a detailed description of all the work requirements that may be inherent in this position. 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.

EDUCATION AND EXPERIENCE

Bachelor's degree in education, instructional design, or a closely related field is required, master's degree is preferred plus five to ten years of experience in the field. Knowledge of traditional face-to-face and online/hybrid instructional environments and adult learning principles and previous online teaching and training experience in an educational setting required. Knowledge and experience in using a wide variety of software and hardware tools related to authoring, courseware design, and web development for developing online course materials. Ability to work with subject matter experts to develop curriculum related to programs in development. Detail oriented with strong organizational skills. Ability to communicate effectively verbally and in writing. Exceptional customer service and interpersonal skills. Demonstrated the ability and willingness to handle new assignments, changes in procedures and business requirements. Ability to work effectively and productively as a team member. Working knowledge of Microsoft Office required.

TO APPLY

Please complete the application at http://www.madonna.edu/resources/human-resources. Please send a letter of intent reflecting the above responsibilities and qualifications and a resume to hr@madonna.edu. Current employees must complete the internal application on MY Portal >Employee Resources.

MADONNA UNIVERSITY

A Catholic institution founded by the Felician Sisters, and guided by the values of St. Francis. Candidates must be committed to excellence in teaching, scholarship, and service, and support the Mission of the University. We are an equal opportunity employer committed to a culturally diverse workforce. Candidates must be legally authorized to work in the United States. Verification of employment eligibility will be required at the time of hire. Thank you for your interest in employment opportunities at Madonna University.