



POSITION ANNOUNCEMENT

Job Title: Instructional Designer
Department: Instructional Design and Development
Reports To: Associate Dean of Online Education
Salary: \$48,000 annually

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 on course design, online pedagogy, and effective adoption of 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.
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 daily 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. This is an-office position and instructional designer is expected to be on-campus and interact with SMEs and faculty in the face-to-face format during the normal business hours 5 days a week.
7. 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 three years' experience in the field. Proven track record of creating complex, high-quality, and innovative instructional materials and learning solutions using proven instructional design methodology and current industry trends. Software knowledge and experience delivering courses using industry-standard tools. Ability to build lessons tailored to specific learning outcomes and write effective assessments to test student competencies. Ability to communicate effectively verbally and to write effective instructional text, video and audio scripts, and assessments. Ability and willingness to handle new assignments, changes in procedures and business requirements. Must possess an acute attention to detail and superior project management skills. Must be a team player, who can effectively collaborate with stakeholders to understand and deliver eLearning modules that drive tool adoption and student retention.

TO APPLY:

Current employees: Complete the internal application on **MY Portal >Employee Resources>Human Resources**

External candidates:

- 1) Complete the **application on our website Madonna.edu>Employment>APPLY NOW**
- 2) Email and attach a **letter of intent** and **resume/CV** to **hr@madonna.edu**

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. We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability. 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.