

**NORTH CENTRAL MICHIGAN COLLEGE
POSITION DESCRIPTION**

POSITION TITLE: Instructional Designer	POSITION CODE:	HOURS:	ORIGINAL DATE: October 2020	GRADE:
ORGANIZATIONAL UNIT: Instruction	REPORTS TO: Associate Dean of Instructional Technology		REVISION DATE: October 2020	PAGE: 1 of 3

GENERAL DESCRIPTION:

This position reports to the Associate Dean of Instructional Technology, and works collaboratively with faculty, staff, and students in a dynamic, fast-paced environment. The person in this position provides knowledge and creativity in enhancing the use of Open Education Resources (OER's) in the development and design of hybrid and online courses in the College's Learning Management System (LMS); provides hands-on, full-service instructional design support for faculty developing hybrid and online courses; and helps to develop and facilitate faculty training related to hybrid and online course design and facilitation. This position also helps to provide training and technical support in the use of instructional technology in all learning environments.

DUTIES:

1. Lead and support faculty through the course design and development process to create courses that utilize modern instructional design & adult learning theories, are in compliance with policies in North Central's Distance Education Handbook, adhere to federal regulations, and meet accreditor standards.
2. Provide consultation, technical support, and training to subject-matter experts, faculty, and staff who are participating in the development, deployment, of improvement of online classes, hybrid classes, or face-to-face classes that utilize distance learning or other instructional technologies.
3. Produce accessible digital instructional materials, including video, audio, graphics, and other interactive media elements using a variety of software and platforms. Work with the college librarian and others to identify, recommend, and integrate OER's in learning environments.
4. Anticipate, identify, and resolve issues and inquiries related to instructional technologies in a timely manner, ensuring appropriate action to the satisfaction of faculty, staff, and students.
5. Assist the Associate Dean of Instructional Technology with maintaining and utilizing the college's LMS and other related instructional technology platforms.
6. Research and recommend application of emerging technologies in learning environments to foster innovation and incorporation of best practices.
7. Produce and analyze different types of data to produce helpful reports, identify areas concern, and make recommendations to effectively resolve problems or issues, using judgment that is consistent with standards, practices, policies, procedures, accreditor requirements and/or government regulations.
8. Create a supportive & collegial working relationship with faculty, staff, and students.
9. Understand the importance of working with students from diverse populations.
10. Excellent interpersonal skills; ability to communicate with many individuals at all levels throughout the internal college environment verbally and in writing, as well as with external business and community partners, representing themselves in a professional and courteous manner.

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DUTIES (Continued):

11. Ability to respond in an efficient, professional, and rational manner in stressful situations and handle challenging and sensitive situations using sound judgment.
12. Excellent organizational skills, and the ability to multi-task, work under strict deadlines, and re-prioritize projects and tasks effectively on short notice and with little-to-no supervision.
13. Meets deadlines with high levels of efficiency and accuracy.
14. Other related duties as assigned.

REQUIRED QUALIFICATIONS:

Bachelor's degree in educational technology, instructional design, education/curriculum development, or equivalent. Experience in higher education preferred. Demonstrated understanding of modern instructional design, adult learning theories, universal design, and usability principles through the development of complete course shells in an LMS. Experience evaluating and integrating Open Education Resources in the course design and development process. Proficient in the use of Microsoft Office applications, cloud-based technologies, basic graphic design tools, and basic HTML/CSS coding. Understanding of how to create accessible documents and multimedia files. Ability to perform the essential duties of the position with or without accommodation.

PREFERRED QUALIFICATIONS:

Master's degree in instructional design, education, education technology or related field and at least two years' experience in higher education, preferably at a community college. Experience developing learning outcomes and finding appropriate materials, including OER, that align with specific outcomes and align with modern theories for adult learning – experience with the Quality Matters Rubric a plus. Extensive experience with Learning Management Systems to develop online and hybrid course shells from scratch (D2L/Brightspace a plus). Extensive technology toolbox of e-learning content development and assessment creation software. Instructional consulting experience and/or experience working in a faculty support center. Experience creating accessible documents and multimedia files. Considerable working knowledge of copyright and intellectual property standards for educational materials. Knowledge of academic structures and values. Web design, graphical user interface design development, and knowledge of usability principles a plus.

NOTICE OF NONDISCRIMINATION POLICY

It is the policy of North Central Michigan College to offer employment and access to all campus programs without regard to race, color, national origin, religion, sex, sexual orientation, age, height, weight, marital status or disability. Inquiries regarding compliance with all federal, state and local statutes and regulations may be directed to: Vice President of Finance and Facilities, Administration Building, North Central Michigan College, 1515 Howard Street, Petoskey, MI 49770 Telephone: 231-348-6600.

I understand that this job description is intended to describe the general nature and level of work being performed when assigned to this job. It is not to be construed as an exhaustive list of all job duties that I may perform and shall not be construed as declaring all specific duties and responsibilities. It is not intended to limit or in any way modify the right of my supervisor to assign, direct, and redirect work.

I understand I may be asked to perform additional duties as required by my supervisor that are of similar kind or level of difficulty.

Employee Name: _____

Employee Signature: _____

Date: _____