

WARTBURG COLLEGE
POSITION DESCRIPTION

Title of Position – Instructional Designer

Preparation Date: January 6, 2020

Function of Position:

Responsible to the Vice President for Academic Affairs/Dean of the Faculty for supporting faculty learning and curriculum in instructional design. Dotted line report to the Assistant Vice President for Information Technology Services/CIO for duties including 6 through 9, below

Principal Duties and Responsibilities:

- 1) Work in collaboration with the faculty to develop and implement effective, shared practices in teaching and learning through strategic digital learning initiatives and ongoing development in digital teaching and learning through professional development sessions, workshops, and web-based course modules. (20%)
- 2) Support faculty, staff, and programs in the College's learning management system and assist faculty in the design of curriculum and integration of technology into teaching and learning tools to improve student learning. Maintain familiarity with Quality Matters standards as appropriate for this work and communicate these standards to faculty and programs. (20%)
- 3) Support and assist programs with the College's portfolio system/AMS. (15%)
- 4) Develop, review, and maintain online programming (10%)
- 5) Provide faculty development in areas related to teaching and learning with digital media and technology for new faculty, fall faculty development, peer-to-peer learning, and regular ongoing coaching for all faculty in all programs. (10%)
- 6) Serve as a system administrator for all educational applications of learning, instructional tool integrations and video conferencing and assist faculty and staff in the designing, embedding, and formatting of learning objects. (5%)
- 7) Research, develop, and design continued improvements to the LMS including new features, tools, and customizations appropriate to the teaching and learning of the curriculum. (5%)
- 8) Manage Resources in the LMS ensuring content is relevant, engaging, aligned, and linked to College priorities. (5%)
- 9) In collaboration with the Assistant Vice President for Information Technology Services and the Assistant Dean of Faculty Development maintain and implement an instructional technology strategy that includes vision, structure, procedures, and policies. (5%)
- 10) Assist the Academic Dean in developing and monitoring assessment tools and procedures that ensure comparative evaluation of our distance learning programs that ensures appropriate feedback drives continued curricular development. (5%)
- 11) Attend faculty committees as assigned.
- 12) Perform other related duties as assigned.

Supervision:

Employee is responsible for determining own work assignments referring to policies and general objectives for guidance. Employee independently devises new methods to meet conditions and confers with supervisor regarding unusual matters.

Minimum Qualifications:

Requires MA and five years of experience; excellent communication, interpersonal, and problem solving skills; and attention to detail. Experience with Quality Matters preferred. This individual possesses a teaching and technology background with interest in innovative technology integration practices and applied learning experiences. Prefer PhD and experience in higher education.

Application Procedure:

Send a letter of interest, including a statement regarding qualities you offer within the context of the Wartburg College mission, resume, and contact information for three references electronically to hr@wartburg.edu. See www.wartburg.edu for further information about the college. Screening begins immediately and continues until position is filled.