

Instructional Designer, Hayworth Center for Online Learning (REF: HAY-ID Temp)

Summary: The Instructional Designer, under the direction of the Hayworth Center for Online Learning (HCOL), will assist in the development of online course design and delivery and recommend best practices for both traditional and adult learners. The Instructional Designer will work directly with faculty on the creation of high-quality, technology-enhanced, blended, and online courses which effectively use technology to enrich teaching and learning. **NOTE: This is a temporary position expected to end December 23, 2020.**

The Instructional Designer is critical to the University in supporting faculty during an important LMS migration. The university's full-time and adjunct faculty are experts in their fields, and the Instructional Designer assists faculty in sharing their expertise through high-quality course design within the university's newly adopted Canvas Learning Management System and other technologies. The Instructional Designer researches and recommends new technologies and pedagogies to further drive the vision of the HCOL. The Instructional Designer position is primarily responsible for providing technical and pedagogical support relating to all aspects of online, blended, and face-to-face learning to faculty and staff at Queens. The Instructional Designer reports to the Director of the HCOL and works closely with faculty using a range of technologies and systems to develop dynamic and pedagogically/andragogical sound online courses. *This position is not exempt from provisions of the Fair Labor Standards Act (FLSA) and is eligible to earn overtime pay or compensatory time off for additional hours worked.*

Essential Duties and Responsibilities

- With the HCOL, creates course templates and disseminate to faculty.
- Assist faculty with the development of their online courses by recommending best practices for organizing course content, selecting and formatting student activities that are appropriate for the course level and assessment artifacts (assignments, exams, question banks).
- Maintain current and useful online, web-based resources, such as tutorials, reference material, design standards, and templates for HCOL.
- Effectively identify and address the needs of users with varying technical skills and provides a level of help appropriate to that individual.
- Assist faculty in the development of digital learning components and tools.
- Collaborate with the Center for Advancement of Faculty Excellence to offer development for adult and online learning strategies and trends.
- Support faculty who are new to online or teaching in digital spaces.
- Manage multiple instructional design projects simultaneously and shifts the priority of projects based on evolving community needs
- Conduct course audits each term and communicates trends to academic leadership.
- Serve as the university Quality Matters coordinator, complete training, and maintain records of faculty certifications.
- Conduct internal Quality Matters course reviews.
- Promote collaboration, partnerships, and relationships among staff.

Non-essential Duties

- Other duties as assigned to meet university and department goals.

Experience, Knowledge, and Skills Requirements:

- Bachelor's or master's degree with coursework in instructional design, educational technology, curriculum development, web design, Computer Science, or a related discipline.
- At least three years of experience working with educational technologies or instructional design in a support or development capacity.
- Proven experience in instructional course design for web and technology-mediated instruction and applying up-to-date, instructional technologies and emerging instructional design principles.
- Experience with Moodle, Canvas, Adobe Creative Suite, Articulate 360, Adobe Captivate, HTML/JavaScript, and other LMS and course authoring tools.
- Understanding of the Quality Matters review process and rubric.
- Experience converting F2F instruction to online/hybrid and or designing for online learning.
- Knowledge and experience working in both a MAC and a PC framework.
- Highly collaborative and team-orientated track record
- Strong written and verbal communication skills and advanced technical writing skills.
- Ability to manage multiple projects at different stages while meeting deadlines and quality standards.
- Ability to work remotely and at Queens' Charlotte campus.
- Ability to work independently under minimal supervision.
- Excellent interpersonal skills and experience interacting with multiple constituencies (faculty, staff, vendors).
- Proven attention to detail, accuracy, and timeliness.
- Excellent organization and follow-up/follow-through skills to ensure completion of assignments within established timeframes.
- Solid problem-solving skills and the ability to analyze components and arrive at a logical course of action while knowing when to ask for assistance or direction.
- Ability to thrive in a fast-paced environment and to effectively prioritize assignments to meet given deadlines.
- Ability to use absolute discretion when dealing with sensitive, confidential materials; familiarity with FERPA a plus.

Application Process

Qualified candidates should submit the documentation listed below via email to hr@queens.edu in (.doc) or (.pdf) format. Incomplete applications will not be considered. Queens will continue to accept applications until the position is filled.

Include the follow:

1. A cover letter addressing the position qualifications and experience
2. Work Sample
3. Current curriculum vitae or résumé
4. Contact information for three professional references.

Be sure to include **"REF: HAY-ID Temp"** and **YOUR NAME** in your email Subject Line.

(Example: REF: Hay-ID Temp Shawn Mullin)

Applications received by November 1, 2020 will receive first consideration. Queens will continue to accept applications until the position is filled.

About Queens University of Charlotte

Located in the heart of the nation's second fastest growing metropolitan area, Queens University of Charlotte leverages the city's diverse and thriving environment as an extended classroom. Nationally recognized for undergraduate programs in international and interdisciplinary education, Queens blends the best of liberal arts learning with professional preparation and community engagement. Focused on supporting success for diverse learners, faculty build close and collaborative relationships with students and help them build intentional and individualized roadmaps for flourishing at Queens and beyond. At the graduate program level, the University offers innovative educational experiences that help learners advance professionally and retool for new opportunities. Our environs afford faculty myriad opportunities to advance their own professional growth and teaching and research interests by collaborating with vibrant industry, non-profit, and community organization sectors.

Physical Requirements (*with or without reasonable accommodation*)

- *Visual Abilities:* Read reports, create presentations and use a computer system.
- *Hearing:* Hear well enough to communicate with co-workers, vendors, and students.
- *Dexterity, Grasping, Feeling:* Write, type and use the telephone, copier, and computer systems.
- *Mobility:* Open files and operate office machines; move between departments and attend meetings across campus.
- *Talking:* Frequently convey detailed or important instructions and ideas accurately, loudly, or quickly.
- *Lifting, Pulling, Pushing:* Exert up to 20 pounds for force occasionally, and/or up to 15 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Work Conditions

- Work in an office environment, involving contact with faculty, staff, service providers and vendors.
- Work has deadlines, multiple interruptions, high volume, and may be stressful at times.

Queens University of Charlotte is an equal opportunity employer and is firmly committed to supporting and celebrating all forms of diversity. Queens does not discriminate on the basis of race, color, gender, sex (including pregnancy, child birth and conditions related to pregnancy or child birth), sexual orientation, gender identity or expression, religion, age, national origin, disability, political beliefs, veteran status, genetic information or any characteristic protected by law in the administration of its educational and admissions policies, scholarship and loan programs, athletic programs, employment and hiring policies, or other University-administered programs.



Any individual with a disability who needs any reasonable accommodation under the Americans with Disabilities Act to apply for a position or otherwise to participate in Queens' job search/selection process should contact the Director of Human Resources at 704.337.2222.

This description is not intended to be an all-inclusive list of the duties and responsibilities of this positions, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended to describe the general nature of this position.