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Instructional Designer

Administrative Staff

Valparaiso, IN

Full-Time/Regular

Position Description:

This is an onsite position and not remote.

The Instructional Designer will collaborate with faculty to design and develop in-person, online, and hybrid courses, design digital course content with faculty members, assist with curriculum development, and integrate teaching and learning technology tools. This requires skills to design, develop, and support faculty development activities for adopting best practices in teaching. Accomplishing this goal requires successfully meeting faculty where they are and communicating effectively with empathy. They are experienced in instructional design, innovative technologies, project management, and effective practices for teaching and learning in all teaching modalities.

The position will also require documentation and posting to our Knowledgebase documentation system, which requires tremendous attention to detail.

Major Responsibilities:

- Work with academic and support units across the University to design, develop, and support new and existing in-person, online, and blended courses and programs.
- Collaborate with faculty to transform traditional, face-to-face courses into high-quality hybrid and online courses.
- Work with faculty to evaluate and revise existing online courses to enhance the learning experience for students.
- Integrate course design elements that promote Quality Matters (QM) standards for online course design, ADA compliance, mission-related teaching practices, and alignment with course/program outcomes.
- Consult with faculty on technological and pedagogical issues relevant to teaching and learning.
- Manage multiple projects involving different stakeholders to ensure timely development and delivery of courses and programs.

- Support other University initiatives relating to online and blended academic offerings and remain current with research and emerging trends in distance learning, learning technologies, and instructional design.

Required Knowledge and Skills:

- Master's Degree in Instructional Design, Instructional Technology, Adult Education, or other similar field.
- Three or more years of experience designing in-person, online, or hybrid courses in an educational environment, preferably in a higher education environment. Candidates with significant experience in the K-12 system will be considered.
- Strong knowledge of learning theories, practical teaching and learning practices, and instructional design models.
- Strong organizational skills, project and time management skills, and attention to detail.
- Visual and multimedia design skills, including the ability to storyboard.
- Ability to build relationships, synthesize input from multiple stakeholders, and work collaboratively with faculty and staff across the University.
- Excellent oral, written, and interpersonal communication skills.
- Experience working collaboratively on team-based projects.
- Experience with teaching technologies, including Learning Management Systems (LMS) and online creation and delivery platforms.
- Strong aptitude for learning new technologies.

Other Qualifications:

- Experience with the Canvas Learning Management System.
- Experience with Basecamp, JIRA, or other project management and help-desk systems.
- Experience with Confluence or other technical knowledgebase systems.
- Experience with WordPress or other website design tools.

Salary Range:

- 45,000 - 50,000

Successful applicants will demonstrate a commitment to cultural diversity and the ability to work with individuals or groups from diverse backgrounds.

All offers of employment with Valparaiso University are contingent upon the clear results of a thorough background check. Background checks may include criminal history, motor vehicle reports, prior employment verification, and personal/professional references. If applicable to the position,

they will also include credit history. Background checks will be conducted on all final candidates for employment.

Apply (Click the Apply Button) at: <https://jobs.silkroad.com/Valpo/Careers/jobs/1104>

To be considered for this position, you must upload:

- Cover letter
- Resume
- List of 3 professional references
- Answer all application questions

Please address the cover letter to:

Dr. Ed Finn, Executive Director
Valparaiso University
Valparaiso, Indiana

This position is located at 1700 Chapel Drive, Valparaiso, IN.