Job Title	Instructional Designer-Academic Technology Specialist
PVN ID	HO-2302-005447
Category	Instruction and Social Service
Location	HOSTOS C. C.
Department	
Status	Full Time
Annual Salary	$75,000.00 - $85,000.00
Hour(s) a Week	35
Closing Date	Apr 11, 2024 (Or Until Filled)

General Description

Instructional Designer Job Description

The Academic Technology Specialist provides guidance, training, and support to faculty from all disciplines to implement academic technologies that enhance instruction and promote student engagement and success. The ideal candidate is self-motivated, innovative, deadline-oriented, team player, manages complex projects, and collaborates with faculty and other stakeholders to improve student outcomes. Primary duties include training and support for the university's LMS and other academic technologies across learning modalities.

ESSENTIAL FUNCTIONS:

- Provide faculty with guidance and support in effectively integrating academic technologies for teaching and learning across all modalities.
- Create engaging and interactive learning experiences using multimedia tools and technologies to meet the educational and training needs of both faculty and students.
- Develop educational programs and instructional materials that prioritize accessibility and follow the principles of Universal Design for Learning (UDL), while still addressing the training and educational requirements of both faculty and students.
- Evaluate and assess the effectiveness of instructional resources and training programs and make improvement recommendations.
- Collaborate with academic departments and programs to create, improve, and provide instructional design resources and services.
- Keep abreast of industry trends and advances in instructional design and learning technologies.

Other Duties

REQUIRED KNOWLEDGE/SKILLS/ABILITIES:

- Advanced knowledge of UDL, user experience (UX) and responsive design
- Advanced knowledge of learning management systems such as Blackboard and D2L, and course authoring and academic integrity tools.
- Knowledge of multi-modal course design & development, as well as instructional design frameworks.
- Proficiency in multimedia tools and technologies such as Adobe Creative Suite, Camtasia, SnagIt, among others.
- Proficiency in utilizing real-time video conferencing tools like Blackboard Collaborate, Zoom, and MS Teams.
- Proficiency in using Office and Productivity Apps, such as MS Office, Office 365, Google Suite, and others.
- Experience with project management and leadership skills.

PREFERRED SKILLS AND ABILITIES:

- Knowledge of educational policies and laws, such as FERPA, TEACH Act, and Copyright and Fair Use.
- Ability to be resourceful and find solutions using available resources.
- Ability to deliver exceptional customer service.
- Ability to manage multiple projects and meet deadlines
- Ability to communicate effectively and build positive relationships with others.
- Ability to design with a keen eye for user experience
- Familiar with social media and digital communication platforms.
- Knowledge of one or more of the following: HTML, CSS, JavaScript, WordPress is preferred.

Qualifications

EDUCATION AND EXPERIENCE REQUIRED:

- Bachelor's degree in Instructional Design, Educational Technology, Computer Science, or a related field
- 3+ years of experience in instructional design and development
- Master's degree preferred, but not required.