

---

<b>Job Title</b>	Instructional Designer
<b>PVN ID</b>	LA-2208-005035
<b>Category</b>	Managerial and Professional
<b>Location</b>	LAGUARDIA C. C.
<b>Department</b>	Career and Professional Programs
<b>Status</b>	Part Time
<b>Hourly Rate</b>	\$65.00
<b>Hour(s) a Week</b>	19.00
<b>Closing Date</b>	Oct 22, 2022 (Or Until Filled)

## General Description

---

Reporting to the Senior Director of Career and Professional Programs , the Instructional Designer is responsible for designing and conducting instructor development programs, including workshops, resources, and individual consultations, for the use of effective teaching methodologies and technology in in-person classes, hybrid and online classes for non-credit workforce training programs.

General Duties and Responsibilities:

- Leading needs assessment activities to identify and collect information needed to design innovative workforce training programs in diverse industries including but not limited to technology, healthcare and advanced manufacturing.
- Support the development of new program content, by conducting labor market and utilize employer/industry expert feedback to develop competencies and learning outcomes for training programs.
- Develop and execute a strategy to create industry aligned curriculum.
- Assist faculty and programs with the design of course templates, including consultations on most appropriate and advantageous pedagogical approaches and technology tools.
- Conduct workshops and webinars on topics of course design, instructional design, and related topics.
- Conduct conducting classroom observations to provide formative and timely feedback to instructors on their teaching and course-design practices across all course modalities.

## Other Duties

---

## Qualifications

---

- At least 5 years of experience building and managing blended instructor led adult learning programs.

- Understanding of Learning Models and best practices for content delivery for adult learners.
- Possess an enthusiasm for learning and creativity.
- Strong project management skills.
- Superior writing skills.
- Excellent relationship management and communication skills.
- Familiarity with visual software's such as Canva and Microsoft Office Applications.
- Educational Requirements: Minimum of bachelor's degree in . Master's degree preferred.
- In-person office hours required. Ability to work a flexible schedule with some evenings and Saturdays hours.