GORDON COLLEGE

Position Description

Title: Instructional Designer (Part-Time: 20 hours per week)

Function: Under the direction of the Director of Digital Learning, the Instructional Designer (ID) will provide pedagogical support, guidance and project management skills to identified Subject Matter Experts (SMEs) as they develop a curriculum, which meets the standards of distance learning at Gordon College.

Description of Duties and Tasks:

Essential Responsibilities:

- Collaborate with faculty, subject matter experts, and other academic staff members to plan, design, develop, deploy and support online, hybrid, and face-to-face courses.
- Ensure all courses and course components are student-centered, engaging, aligned, meet internal college standards, copyright and accessibility requirements, and quality matters design guidelines.
- Coordinate and manage instructional design projects from inception to completion, and document and report on those projects and processes.
- Provide pedagogical support to faculty and students during the design and initial delivery of online courses.
- Recommend effective and creative uses of technology and pedagogy to enhance instruction and create new learning opportunities.
- Collaborate with colleagues to develop faculty training programs including the creation and facilitation of online tutorials, activities and other materials to assist faculty with online teaching and learning tools.
- Curate and create engaging, web resources to support faculty and students participating in online, blended, and face-to-face courses.
- Conduct course quality reviews, provide recommendations for course improvement, and promotes good practices of teaching and learning with technology.
- Stay abreast of emerging technologies and their application to online instruction pedagogy and technology and their applicability to enhancing face-to-face courses. Make recommendations to adopt and implement solutions as appropriate.
- Other duties as assigned.
**Required Knowledge Skills and Abilities:**

In order to fully perform the above functions, the incumbent must possess the following knowledge, skills, and abilities, or demonstrate that the major responsibilities of the job can be accomplished, with or without reasonable accommodation, using some combination of skills and abilities.

1. Must profess faith in Jesus Christ as Lord; must accept Gordon’s Statement of Faith; must practice Christian values in daily interactions with students, faculty, staff, and the public as outlined by Gordon’s Statement of Life and Conduct; and must work to advance Gordon’s mission through this position
2. Ability to work successfully with a range of people including faculty, administration, students, staff, etc
3. Self-starter with management and detail orientation
4. Strong verbal and written skills.
5. Competent collaborator and problem-solver
6. Creative, innovative, and strategic thinker
7. Master’s Degree in Instructional Design, Instructional Technology, Education, or related field
8. 3+ years of experience in instructional design or learning technology in higher education
9. Experience supporting instructional technologies in face-to-face, hybrid, and fully online courses/programs
10. Knowledge and skill in UbD and digital accessibility
11. Experience with assessment of online course and/or program quality
12. Demonstrated understanding of issues related to teaching and learning for various types of learners
13. Thorough knowledge of learning management systems, and understanding of processes and standards for planning and implementing instructional design in an LMS

**Preferred Qualifications**

1. Experience teaching online courses preferred
2. Proficiency with Canvas LMS preferred
3. Experience with VoiceThread preferred
4. Experience creating interactive coursework with Articulate Storyline, Adobe Captivate, or similar

Position Code: PVS-ID-2
Grade: 5
FLSA Status: Non-Exempt