

# HILBERT COLLEGE

## OPEN POSITION ANNOUNCEMENT

June 9, 2021

**JOB TITLE:** Instructional Designer

**REPORTS TO:** Director of Online Education

**DEPARTMENT:** Academic Affairs

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**Job Summary:** The Instructional Designer is responsible for providing services to faculty, students and staff in all types of instructional technology and online support services. The successful candidate will develop online courses and programs, maintain online learning services and support the integration of technology into instruction for the college. The Instructional Designer will also support the college's continued entry into the online environment by assisting faculty members in converting a program into an online format. Duties to include design, development, and support of faculty in innovative online programs, courses and learning environment design. Provide consultation and project management for the integration of technology in the curriculum in traditional, hybrid, and fully online courses. Create engaging learning activities and compelling content that enhances retention and transfer. Coordination of instructional design initiatives using an instructional design model. Work with subject matter experts and identify target audience's training needs. Manage and produce educational content and tools to enhance and promote course delivery. Develop and disseminate customized professional development opportunities (e.g., workshops, facilitated cooperative engagement, group and individual training) both online and in person. Provide support for the College's learning management system. Evaluate instructional media tool(s) and social media tools. Conduct instructional research and analysis on learners and contexts. Ensure that NY State and federally-mandated requirements are met in the online offerings, e.g. Section 508 Amendment of the Rehabilitation Act of 1973, Americans with Disabilities Act (ADA) guidelines. Communicate regularly with other departments on campus.

**Requirements/Qualifications:** Strong interpersonal, written, project management and verbal skills and the ability to work with diverse population. Knowledge in quality management practices such as Quality Matters and Online Learning Consortium. Must have the ability to work collaboratively, be flexible and adaptable in a changing work environment. Minimum of a BA/BS, (Master's preferred) in education, instructional design or related field. 2-5 years' experience working in the higher education environment. Prior teaching experience preferred. Experience in service-related higher-education setting, developing online learning and instructional design environments. Experience in a learning management system or administration of course management software (Blackboard preferred).

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Interested candidates should submit a cover letter, resume and contact information for three professional references to Kristen Hortman, Director of Online Education, [jobs@hilbert.edu](mailto:jobs@hilbert.edu)

*Hilbert College is an Equal Opportunity Employer and is committed to fostering a diverse community of faculty, staff and students. The College does not discriminate against individuals on the basis of any protected characteristic covered under federal or state law. For more details, see the College's policy at <https://www.hilbert.edu/about/notice-of-non-discrimination>*

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