Job Title: Instructional Design Specialist

Division/Department: Curriculum Services

Location: Main Campus

Reports to: Dean, College of Adult and Graduate Studies

Title: Position #: 104

Position Type: ☒ Full-time  ☐ Part-time  ☐ Student Worker

FLSA Status: ☒ Exempt  ☐ Non-Exempt

Hours worked Per Week: Approximately 40

POSITION SUMMARY: The Instructional Design Specialist will develop instructional material, coordinate educational content, and incorporate current technology in courses. The design specialist must have teaching experience, subject matter acumen in at least one content area, an understanding of best practices in pedagogy and andragogy, understanding of current instructional technology for the classroom and online course (including use of social media technology), and the ability to write curriculum that reflects MACU’s educational philosophy. The course design specialist will develop, revise, and support instructional format and content for the university as well as support educational services provided by the university. The design specialist may administer or assist with surveys to students, clients, and subject-matter specialists to improve curriculum and enhance student engagement. The design specialist will also be required to conduct research and assist with research to determine applicability of content and rewrite curriculum to maintain the relevance of the subject matter. The design specialist will serve on Design and Productions teams under the direction of the CAGS Dean as team leader, member, reviewer, or consultant depending upon the nature of the project and team. The design specialist will be responsible for writing curriculum and creating designs which reflect the student population and the university mission, core values, university outcomes and tapestry of curriculum standards.

Curriculum Services staff value teamwork and collaboration are dependable, take initiative, solve problems effectively, communicate clearly and support organizational change. The design specialist will work closely with individuals of diverse backgrounds and personality types. Employees must possess good interpersonal skills and be able to communicate effectively with members of the campus community. All activity and decision-making will involve coordination and collaboration and will be under the direct oversight of the College Dean.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Engage in the following activities that will support and enhances MACU Mission and Instructional Standards mission, goals, and responsibilities.

- Work in collaboration to develop an understanding of MACU standards for teaching, learning, and technology for faculty and instructors involved in the development and design of new courses and course rewrites.
- Integrate MACU standards for teaching, learning, and technology within the course design of new courses and all course rewrites so that strands of the following are appropriately woven within the each course: Spiritual formation, diversity, multiple modes of technology, recognition of multiple learning styles, value of professional communication, creative and innovative problem solving, and effective leadership skills.
- Provide support, instructional design and delivery expertise to faculty in the development, implementation, and evaluation of online, blended and face-to-face courses.
- Collaborate and provide consultation with faculty and subject matter specialists related to the design and development of course materials, including interactive and multimedia components.
- Provide assistance and recommendations for improved and creative use of Learning Management System (LMS) design including but not limited to design, use of space, images, and technology.
- Assist with development of the assessment system and implementation in the Learning Management System for courses and programs.

Contribute leadership and expertise regarding curriculum and instructional design in review, revision, enhancement, rewrites, development, and production of MACU courses.

- Provide leadership to faculty and subject matter specialist to identify what students need to learn within programs and each content area.
- Provide leadership to faculty and subject-matter specialist regarding how students learn online and in a web
enhanced blended courses.

- Work in cooperation with deans, faculty, and assessment teams to develop objectives and ensure content aligns those objectives.
- Work in cooperation with faculty and subject matter specialists to develop, revise and rewrite content to shape it for learning needs, learning styles, student objectives, and use of instructional technology.
- Work in cooperation with faculty and subject matter specialists to structure content and activities for optimal student learning.
- Work in cooperation with faculty and subject matter specialists to develop students’ ability for communication, innovative and creative problem solving and application.
- Work in cooperation with faculty and subject matter specialists to adapt instructional materials created for one format to another format (adapting materials from face-to-face to e-learning).
- Design curricula for, and conduct, on-site and web-based professional development workshops and orientations for faculty and instructors that support critical and reflective learning (e.g., right brain/left brain, creativity, innovation, deconstructive and reconstructive thinking).

Contribute to the Curriculum Assessment Cycle for Academic Programs

- Engage in a cycle of review of current courses and programs for quality to ensure courses contain MACU standards for teaching, learning, and technology.
- Assess course(s) based on MACU Standards to ensure that strands of the following are integrated or ‘woven’ within the course curriculum.
- Develop and implement tools to evaluate courses in Learning Management System (LMS) for MACU quality of standards with respect to format, accurateness, instruction, technology, learning styles, feedback, diversity, and creativity.
- Provide feedback regarding evaluation of courses.
- Promote institutional effectiveness by providing support for assessment and evaluation of courses and programs by working with Assessment Specialists course and program system.

Engage in Development & Research of Curriculum for Academic Programs and Courses

- Provide up-to-date information on best practices and emerging practices to the forefront for Curriculum Services including proposal for new research, integration, and assessment as well as informative demonstration, training, and application.
- Provides leadership for the effective use of technology in instruction with a particular focus on the strategic use of technology-enhanced pedagogy.
- Draw on expertise in both technology and pedagogy nationally and internationally about effective practices and examine the effect of technology on teaching and learning.
- Explore best practices and seek to understand the mechanisms that lead to better teaching and learning with various forms of practices and use of technology.
- Evaluate new and existing technologies and how they can be integrated into the design of specific courses at MACU.
- Serve as a catalyst for ongoing quality enhancements in the use of technology and pedagogy and andragogy practices in teaching and learning environments.

QUALIFICATIONS:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. In addition, applicant must be capable of statistical analysis with knowledge and use of SPSS. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:
Master’s degree (M.A.) is required. Doctoral degree preferred.

OTHER SKILLS AND ABILITIES:
PHYSICAL DEMANDS:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.