

Reports to:	Associate Provost
Department:	Academics
Status:	Full-time, Exempt
Salary:	Commensurate with degree and experience

Summary

The Instructional Designer (ID) provides support to Grace Christian University's three campuses (Online, Graduate Online, and On Campus) to ensure that the University uses technology effectively to assist students in achieving the University's learning outcomes. The Instructional Designer keeps current with trends and innovations in educational technology, instructional design, and other areas of expertise in order to lead educational technology innovation at Grace. This is a highly collaborative position that will work closely with faculty, staff, administrators, and the Information Technology department.

Essential Duties:

- All employees have an element of responsibility to recruit and retain students
- Learning Management System (LMS) Oversight
 - Expert in Blackboard functionality
 - Maintains the LMS and/or other instructional technologies to serve students, faculty, and administration
 - Provides LMS support to students and faculty
 - Leads in evaluation of Blackboard and other LMS options to guide decisions on the use of Blackboard
 - Recommends, implements, 3rd-party software integrated with the LMS
 - Develops and implements standards for LMS content and usage across the campuses
 - Monitors LMS content for quality and consistency across campuses
 - Obtains data for management decisions from the LMS
- Technological Support for Development of Curriculum and Instruction
 - Provides expertise in technology to support faculty in the development of new curriculum
 - Oversees/manages LMS updates based on revisions/updates to curriculum
 - Designs and develops online instructional materials in collaboration with faculty that are grounded in sound educational theory and best practices in instructional design
 - Consults with faculty and staff on a variety of course design issues
- Instructional Technology Innovation
 - Identifies and recommends innovations and best practices for learning technology
 - Implements learning technology changes adopted by the University
 - Assesses the effectiveness of learning technology practices and initiatives
- Maintains Grace Intranet LMS for Faculty Development
- Maintains accessibility compliance of all course materials in LMS, including transcribing audio/video content when necessary.
- Campus expert for digital compliance with ADA and section 508

- Collaborates with Director of Assessment to use technology to create high-quality and valid assessment plans and artifacts
- Acts as the Academic Department's liaison with Information Technology to ensure integration of systems and initiatives
- Supports faculty's use of classroom technology
- Other responsibilities as assigned

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education/Experience -**
 - Bachelor's degree in Education, or an area closely related; Master's Preferred
 - Relevant experience in online instructional design, working and consulting with faculty, and online instruction technology; Experience as an online instructor strongly preferred
- **Computer Skills –**
 - Possess a working knowledge of computer applications
 - Ability to accurately and efficiently perform required technical tasks and learn new technology quickly
- **Communication Skills –**
 - Skilled to communicate in a manner that is courteous, respectful, and professional
 - Ability to use cultural intelligence to interact effectively with a culturally diverse population and a variety of stakeholders, students, alumni, administrative staff, etc.
 - Excellent written, oral, and interpersonal communication skills, void of jargon
 - Proven capabilities in establishing appropriate professional rapport with courtesy and tact; listening effectively and accurately to determine others' needs; collecting necessary information; following through appropriately; and handling escalating situations with concern and confidence
- **Customer Service Skills –**
 - Skilled to deal effectively, respectfully, and professionally with people of culturally diverse backgrounds, beliefs, and cultures
 - Capable of establishing appropriate, professional rapport with courtesy and tact
 - Equipped to listen attentively, for verbal and non-verbal cues to ensure accuracy for necessary information and to follow through appropriately, to make informed decisions, and to handle escalating situations with empathy
- **Decisiveness/Reasoning –**
 - Skilled to define problems, collect data, establish facts, and draw valid conclusions, collaboratively with others to come to a reasonable resolution
 - Capable of approaching new ideas or challenges with a sense of possibility, openness, and positivity with highest consideration for organizational priority
- **Self-Sufficient/ Team Player –**

- Must display the ability to be a team player, yet have the self-driven to work independently, take initiative, and perform with minimal supervision
- Express genuine interest in the team's well-being, and proactively model organizational customs, beliefs, and values
- Possesses the skills and flexibility to work with any program or discipline offered at Grace currently or in the future
- **Physical Demands –**
 - Travel is required as needed for meetings and presentations for various events
 - While performing the duties of this job, the employee is regularly required to sit, and use hands to type
 - The employee frequently is required to reach with hands and arms and talk and hear
 - The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch or crawl
 - The employee may frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds
 - Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception and ability to adjust focus
- Acknowledge Jesus Christ as personal Lord and Savior and demonstrate personal maturity and godliness, growing in conformity to the image of Christ.
- A genuine interest in the ongoing success of Grace Christian University and the support of the mission statement of "Graduating Godly Individuals Prepared to Serve Christ in Church and Society."