



We seek outstanding individuals to join our dedicated support staff team. Become a part of our diverse College, creating brighter futures, greater prospects and endless possibilities!

TITLE:	Initiatives/Opportunities: Instructional Designer (9 month assignment)	HOURS:	35 hours/week
LOCATION:	Main Campus, Belleville	PAYBAND:	J
DEPARTMENT:	Centre for the Advancement of Teaching and Learning (CATL)	SALARY:	\$37.90
POSTING DATE:	June 22, 2021	START DATE:	ASAP
CLOSING DATE:	July 4, 2021	COMPETITION #:	PTS21-07N

INSTRUCTIONAL DESIGNER:

Reporting to the Interim Director, Centre for the Advancement of Teaching & Learning (CATL), the Instructional Designer will use instructional design and project management skills to support a variety of stakeholders in the development of course materials for blended, hybrid, and online learning environments. The incumbent will work collaboratively with subject matter experts in their subject areas to develop leading-edge, pedagogically relevant blended and online learning opportunities using a range of educational technologies.

RESPONSIBILITIES:

- Consults with faculty/facilitators/subject matter experts and collaborates with internal/external stakeholders and CATL team members to design and develop course materials that engage learners and integrate appropriate educational technology, to meet learning outcomes
- Provides coordination and technical assistance to faculty/facilitators/subject matter experts related to digital course development and revisions
- Applies instructional design skills, learning theory, and creativity throughout the design process to meet the desired learning outcomes
- Chooses appropriate instructional strategies and media that support teaching and learning outcomes for blended, hybrid, and online course delivery
- Develops and implement instructional design plans for revising, editing, and retrofitting existing courses and programs to change delivery modes
- Guides subject matter experts and instructional design team in the development of outcomes, course content, interactive learning activities and evaluation/assessment strategies
- Provides guidance, coaching and support to instructors/subject matter experts and other internal stakeholders regarding improvement of online course components in order to meet quality assurance standards

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- Creates project timelines and milestones and coordinating interdepartmental project teams
- Develops and delivers faculty/facilitator/subject matter expert training sessions/materials to support successful course development for the e-learning environment
- Provides coordination and technical assistance to facilitators/faculty/subject matter experts related to instructional design techniques for course development and revisions in an e-learning environment

QUALIFICATIONS:

- Completion of a four (4) year degree in Education, Instructional Design, eLearning/Distance Education, Communications or a related field of study, or equivalent combination of a degree plus a certificate in Adult Learning, eLearning, Learning Technologies, Instructional Design
- Minimum five (5) years' experience creating, developing, and maintaining learning content for an e-learning environment
- Demonstrated experience implementing and utilizing sound instructional design principles, developing instruction to address various learner profiles and preparing clear instructional materials
- Proficiency using MS Word and Excel, learning management systems and experience using course authoring and/or assessment tools for learning systems (i.e. Respondus, Studymate, Camtasia, Articulate, H5P)
- An ability to apply an understanding of diversity and inclusiveness to meet the needs of a diverse student population
- An ability to communicate clearly and concisely, adapting to various audiences
- An ability to effectively manage a busy workload with tight deadlines
- An ability to work independently or as part of a team
- Takes initiative and proactively and creatively solves problems

TO APPLY: Applications **must** be submitted **quoting the competition # PTS21-07N in the email subject line.** Please send a covering letter and a resume in MS Word or PDF format to:

People and Culture
E-mail: peopleandculture@loyalistcollege.com

Posted in accordance with Article 17.1 of the Full Time Support Staff Collective Agreement

Please note: Following an offer of employment, candidates with Canadian credentials will be required to provide official transcripts from the granting educational institution(s); candidates with international credentials must provide World Education Services (WES) www.wes.org/ca evaluation (at their own cost) confirming Canadian equivalency of their credentials.

Loyalist is committed to promoting a diverse and inclusive college community. We encourage and welcome applications from marginalized and equity seeking groups. Loyalist College is committed to accommodating applicants with disabilities throughout the hiring process. If you have accommodation needs, please inform us as soon as possible by sending an email to peopleandculture@loyalistcollege.com.

We thank all applicants, however, only those selected for an interview will be contacted