



Monroe Community College, a member of the League for Innovation in the Community College, invites applications for the following full-time position:

**SPECIALIST, INSTRUCTIONAL DESIGNER
INSTRUCTIONAL TECHNOLOGIES**

Function of Position:

The Instructional Designer, under the general direction of the coordinator of online learning, will assist faculty with the instructional design and development of courses. This includes the technical issues that arise when incorporating technology into their curriculum, particularly with web-enhanced, hybrid and fully online courses. This position will explore emerging technologies and evaluate their relevance to instruction. The specialist will also develop and offer computer software training to the college community in cooperation with the technology training team and assist faculty and staff in utilizing technology to streamline their work.

Examples of Duties & Responsibilities:

- Provide instructional design consultation and project management for the integration of technology in the curriculum, especially in web-enhanced, hybrid and fully online courses.
- Provide one-on-one consultation for faculty and staff in solving technology issues and design questions.
- Conduct workshops, demonstrations, individual face-to-face or telephone training sessions for faculty.
- Develop and deliver technology training to MCC employees, including Microsoft applications and file management.
- Help in the maintenance and administration of course management systems.
- Track the online course development process, monitor ongoing courses, and troubleshoot problems in technology and course delivery.
- Support faculty in the integration of social media tools and emerging technologies to facilitate teaching practices and student learning experiences.
- Other duties as assigned.

Required Qualifications:

- Bachelor's degree in Education instructional design, educational technology or related discipline.
- Experience in instructional design, educational technology, distance learning, or directly related field.
- Solid understanding of instructional design and learning theories
- Experience with learning management systems (e.g., SLN, ANGEL, Blackboard, WebCT, Moodle, etc).
- Knowledge of emerging technologies utilized in online and hybrid learning environments.
- Experience with training, staff development, and/or teaching.
- Proficient with Microsoft Windows and Microsoft Office Suite.
- Demonstrated written, presentation, and interpersonal communications skills.
- Demonstrated ability to work both independently and as part of a team.
- Strong customer service skills.

Preferred Qualifications:

- A Master's degree in instructional design, educational technology or related discipline.
- Experience with interactive computer communications for instructional purposes.
- Experience providing support and trouble shooting for PC software and hardware problems.
- Familiarly with academic culture and ability to successfully interact with faculty.

Monroe Community College is a unit of the State University of New York. It is the policy of the University and of this College not to discriminate on the basis of sex, race, color, religion, national origin, disability, age, marital status or sexual orientation in admissions, employment, and treatment of students and employees in any educational program or activity. To review special instructions and apply, please go to <https://jobs.monroecc.edu>. Please submit all requested documents by July 30, 2010.

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