## Instructional Designer (IT)

**(Job Number: 40834)**

<table>
<thead>
<tr>
<th>Campus/Location</th>
<th>West</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Department Name</strong></td>
<td>Mary Lou Fulton Teachers College</td>
</tr>
<tr>
<td><strong>Grant Funding</strong></td>
<td>This is not a grant funded position and is not contingent on future grant funding.</td>
</tr>
<tr>
<td><strong>Close Date</strong></td>
<td>April 24, 2018</td>
</tr>
</tbody>
</table>

### Job Description

Under general direction and in cooperation with members of the online learning team, the Instructional Designer (IT) will collaborate with administration, faculty and staff in the design, development and support of online programs and course materials to provide high-quality learning experiences of online students. Growth in enrollment as well as the increase in online programs offered necessitates the addition of new members to the online learning instructional design team.

### Essential Duties

- Applies learning theory and instructional design methodology while integrating appropriate technology to design and develop online courses and materials
- Consults/partners with faculty on the educational design of online-delivered curriculum; builds and maintains for online course or learning experience
- Manages the design, development and delivery of online course content, materials, interactive and multimedia technology-driven components, and other support materials consistent with established design and development processes to ensure flexibility and reusability
- Collaborates with colleagues on short- and long-term projects aligned with university, college and team goals to provide high-quality online learning experiences
- Develops and disseminates learning and course design standards to ensure new or updated materials align with established design standards
- Develops and/or maintains resources such as needs analyses, storyboards, tutorials, reference material, design standards, content resources, templates, and tools for instructional development

### Minimum Qualifications

Bachelor's degree in Instructional Design, Instructional Technology, or a related area. Five years instructional design or technology; excellent editing, writing and communication skills; Blackboard or similar course management experience; needs assessment, evaluation and online delivery; development of original content and exams; project management experience; OR, Any equivalent combination of experience and/or
**Desired Qualifications**

- Experience applying learning theories and instructional design to online course design and development
- Experience designing and developing supporting learning materials, including job aids, online tutorials and other instructional or learning materials using online pedagogical approaches, practices and tools
- Experience in exploring, evaluating and experimenting with new learning techniques and technologies, and seizing new opportunities for enhancing learning
- Experience in managing multiple projects and prioritizing competing demands
- Experience in working both independently and interdependently
- Experience in establishing and maintaining effective working relationships
- Experience in using interpersonal and collaboration skills
- Experience in HTML and the use of HTML editors
- Experience in an education and/or higher education environment
- Experience in online course design and adaptation of traditional instruction features to online delivery
- Demonstrated knowledge of Universal Design principles for accessibility
- Experience in understanding user needs, requirements and requests and in identifying priorities, and in escalating urgent/conflicting requests
- Experience in needs assessment and evaluation
- Experience in using software to create learning materials, including but not limited to MS Office, Adobe Suite, Blackboard LMS, audio narration of presentations

**Working Environment**

- Activities are performed in an environmentally controlled office setting subject to extended periods of sitting, keyboarding and manipulating a computer mouse.
- Required to stand for varying lengths of time and travel moderate distances to perform work
- Frequent bending, reaching, lifting, pushing and pulling up to 25 pounds
- Regular activities require ability to quickly change priorities which may include and/or are subject to resolution of conflicts
- Ability to clearly communicate verbally, read, write, see and hear to perform essential functions
- Regular use of standard office equipment including, but not limited to: computer workstation/laptop (keyboard, monitor, mouse), printer, fax, calculator, copier, telephone and associated computer technology peripherals
- This position receives regular review of objectives

**Department Statement**

Arizona State University's Mary Lou Fulton Teachers College creates knowledge, mobilizes people and takes action to improve education. Nationally recognized as a leading innovator in teacher education and
scholarly research, Mary Lou Fulton Teachers College prepares over 1,500 educators annually through bachelor's, master's and doctoral degree programs.

Working with a mindset of creative intrapreneurship to bring positive change within organizations, Mary Lou Fulton Teachers College brings people and ideas together to improve student outcomes. We seek to develop a renewable resourcefulness in individual educators, in schools, in school districts and in communities.

In line with the charter and design principles of Arizona State University, Mary Lou Fulton Teachers College asserts the following four core values:

- Pursue excellence at scale to achieve impact
- Exercise leadership through innovation
- Champion diversity of people and ideas
- Share responsibility for the strength of communities

### ASU Statement

Arizona State University is a new model for American higher education, an unprecedented combination of academic excellence, entrepreneurial energy and broad access. This New American University is a single, unified institution comprising four differentiated campuses positively impacting the economic, social, cultural and environmental health of the communities it serves. Its research is inspired by real world application blurring the boundaries that traditionally separate academic disciplines. ASU serves more than 90,000 students in metropolitan Phoenix, Arizona, the nation's fifth largest city. ASU champions intellectual and cultural diversity, and welcomes students from all fifty states and more than one hundred nations across the globe.

ASU is a tobacco-free university. For details visit [www.asu.edu/tobaccofree](http://www.asu.edu/tobaccofree)

AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply.

Arizona State University is a VEVRAA Federal Contractor and an Equal Opportunity/Affirmative Action Employer. All qualified applicants will be considered without regard to race, color, sex, religion, national origin, disability, protected veteran status, or any other basis protected by law.

### Instructions to Apply

Application deadline is 3:00PM Arizona time on the date indicated.

Please include all employment information in month/year format (e.g., 6/88 to 8/94), job title, job duties and name of employer for each position.

Resume should clearly illustrate how prior knowledge and experience meets the Minimum and Desired qualifications of this position.

ASU does not pay for travel expenses associated with interviews, unless otherwise indicated.
<table>
<thead>
<tr>
<th>Instruction for ASU Online Employment Applications</th>
<th>Only electronic applications are accepted for this position.</th>
</tr>
</thead>
</table>
| Go to the ASU Human Resources site: [https://cfo.asu.edu/hr-applicant](https://cfo.asu.edu/hr-applicant) and scroll down to Jobs at ASU.  
- Select **External Staff Job Opportunities** if you’re not currently an ASU employee (you must create an account or enter existing account information).  
- Select **Internal Staff Job Opportunities** if you’re a current ASU employee.  
- Enter **Requisition ID 40834BR** in the Search box.  
- Click the red job title to view the entire job description.  
- To apply, select the check box to the left of the job title and click on **Apply to job(s)** at the bottom of the screen.  
- Click **Let's get started** to begin the application process |