

Instructional Design Associate
(Job Number: 52522BR)

Campus/Location	West
Department Name	Mary Lou Fulton Teachers College
Grant Funding	This is not a grant funded position and is not contingent on future grant funding.
Close Date	June 20, 2019
Job Description	Under general direction, the Instructional Design Associate assists Instructional Designers and other members of the online learning team with the design and development of online courses and digital learning materials using best practices in teaching and learning. This is an entry-level position for individuals interested in working in the field of instructional design and being a part of a dynamic team.
Essential Duties	<ul style="list-style-type: none"> • Collaborates with the online learning team to design, develop, deliver, and manage online courses and materials. • Assists the online learning team on the educational design of online-delivered curriculum. • Consults/partners with the online learning team to increase the effectiveness and efficiency of course design and development models and processes. • Remains abreast of online and instructional directions, initiatives and trends within the scope of expertise to provide ideas, guidance and recommendations. • Edits instructional and supporting materials for grammar, clarity, consistency and accuracy of content. • Collaborates with colleagues on short- and long-term projects aligned with university, college and team goals to provide high quality online learning experiences. • Performs other duties as requested.
Minimum Qualifications	Bachelor's degree in Educational Technology or a related field AND one year of experience providing educational technology development services; OR, Any equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved.
Desired Qualifications	<p>Experience in:</p> <ul style="list-style-type: none"> • Applying learning theories and instructional design to online course design and development. • Designing and developing supporting learning materials, including job aids, online tutorials and other instructional or learning materials using online pedagogical approaches, practices and tools. • Working in Canvas/LMS environments to develop online materials. • Exploring, evaluating and experimenting with new learning techniques and technologies, and seize new opportunities for enhancing learning. • Managing multiple projects, prioritizing competing demands, and working both independently and interdependently.

	<ul style="list-style-type: none"> • Establishing and maintaining effective working relationships, including demonstrated excellence in interpersonal and collaboration skills. • Working closely with faculty and administrators in a higher education environment
Working Environment	<ul style="list-style-type: none"> • Activities are primarily performed in a regular, climate controlled office setting subject to extended periods of sitting, standing, walking. • Visual acuity and manual dexterity associated with daily use of desktop computer; bending, stooping, reaching and lifting up to 20 pounds. • Ability to clearly communicate verbally in English, read, write, see, and hear to perform essential duties. • Regular review of completed tasks.
Department Statement	<p>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 6,000 educators annually.</p> <p>MLFTC faculty create knowledge by drawing from a wide range of academic disciplines to gain insight into important questions about the quality of teaching and learning and the performance of education systems.</p> <p>MLFTC mobilizes people through bachelor's, master's and doctoral degree programs, through non-degree professional development programs and through socially embedded, multilateral community engagement.</p> <p>MLFTC takes action by bringing people and ideas together to increase the innovation capabilities of individual educators, schools and organizations, districts and communities.</p>
ASU Statement	<p>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.</p> <p>ASU is a tobacco-free university. For details visit www.asu.edu/tobaccofree</p> <p>AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply.</p> <p>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.</p>

<p>Instructions to Apply</p>	<p>Application deadline is 3:00PM Arizona time on the date indicated.</p> <p>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.</p> <p>Resume should clearly illustrate how prior knowledge and experience meets the Minimum and Desired qualifications of this position.</p> <p>ASU does not pay for travel expenses associated with interviews, unless otherwise indicated.</p> <p>Only electronic applications are accepted for this position.</p>
<p>Instruction for ASU Online Employment Applications</p>	<p>Go to the ASU Human Resources site: https://cfo.asu.edu/hr-applicant and scroll down to Jobs at ASU.</p> <ul style="list-style-type: none"> • 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 52522BR 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