

Instructional Designer Associate (Job Number: 73353BR)

Campus Location	West
Full-Time/Part-Time	Full-Time
Grant Funded Position	This is a not grant-funded position and is not contingent on future grant funding.
Salary	\$38,000 - \$45,000 per year; DOE
Close Date	November 29, 2021
Job Description	<p>Mary Lou Fulton Teachers College is looking for an instructional design associate to work on a dynamic team at the forefront of digital learning. In this role, the instructional design associate assists digital learning team members with the development and maintenance of online courses and digital 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 collaborative team.</p> <p>ASU and MLFTC are focused on the design and scalable delivery of digital teaching and learning models to increase student success and reduce barriers to achievement in higher education. Our high-quality learning experiences support the education of the local, national, and international communities served by ASU.</p>
Essential Duties	<ul style="list-style-type: none"> • Partner with digital learning team members to develop digital learning materials using instructional design principles. • Lead the provision and configuration of courses during the course deployment process. • Participate in the quality assurance process for courses and learning materials. • Edit instructional and supporting materials for grammar, clarity, consistency, and accuracy of the content. • Work both independently and interdependently within a team-based model to produce desired outcomes. • Engage as assigned in special projects and professional development initiatives individually or with colleagues.
Minimum Qualifications	Bachelor's degree in Education or a related field. One (1) year of experience providing educational technology development services, or formal or informal education. Or, any equivalent combination of experience or education from which comparable knowledge, skills and abilities have been achieved.
Desired Qualifications	<ul style="list-style-type: none"> • Demonstrated experience working in Canvas/LMS environments to develop online materials. • Demonstrated experience developing learning materials, including job aids, online tutorials, and other instructional or learning materials using online pedagogical approaches, practices, and tools. • Demonstrated experience exploring, evaluating, and experimenting with new learning techniques and technologies and seizing new opportunities for enhancing learning. • Demonstrated experience working closely with faculty and administrators in a higher education environment.

	<ul style="list-style-type: none"> • Demonstrated experience managing multiple projects and prioritizing competing demands to meet established timelines.
Working Environment	<p>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.</p> <p>ASU is a diverse enterprise with a wide variety of work and learning modes, locations and a commitment to sustainability, innovation and employee work-life balance. We are determined to maintain our position as an employer of choice in a competitive labor market.</p> <p>Flexible work options</p> <ul style="list-style-type: none"> • Alternative work schedules can include four, 10-hour workdays in a workweek; a nine-day, 80-hour schedule over two workweeks for exempt employees only; and staggered start and stop times. • Hybrid work is an arrangement where employees spend a minimum of 60% of their regular workweek at their primary ASU work location. Dean or vice president-level approval is required.
Department Statement	<p>ASU’s Mary Lou Fulton Teachers College creates knowledge, mobilizes people, and takes action to improve education. Nationally recognized as a leader in teacher preparation, leadership development and scholarly research, Mary Lou Fulton Teachers College prepares over 7,600 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 process of learning, the practice of teaching and the effects of education policy.</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 capabilities of individual educators and the performance of education systems.</p> <p>Aligned with ASU’s commitment to justice, equity, diversity and inclusion, MLFTC is committed to advancing systemic equity in our curricula, programming and institutional relationships. The college’s core value of Principled Innovation connects individual decision making to the pursuit of systemic equity.</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 80,000 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>COVID-19 Vaccination Requirements - Under the recent executive order issued by President Biden requiring all employees of federal contractors to receive COVID-19 vaccinations, ASU expects all employees, including new hires, to be vaccinated unless they have an approved medical or religious accommodation. Proof of vaccination will be required by December 8, 2021. For questions about medical or religious accommodations, please visit the Office of Diversity, Equity and Inclusion’s webpage and see “Workplace accommodations”.</p> <p>ASU is a tobacco-free university. For details visit https://wellness.asu.edu/explore-wellness/body/alcohol-and-drugs/tobacco</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>Notice of Availability of the ASU Annual Security and Fire Safety Report In compliance with federal law, ASU prepares an annual report on campus security and fire safety programs and resources. ASU’s Annual Security and Fire Safety Report is available online at https://www.asu.edu/police/PDFs/ASU-Clery-Report.pdf. You may request a hard copy of the report by contacting the ASU Police Department at 480-965-3456.</p> <p>Relocation Assistance – For information about schools, housing child resources, neighborhoods, hospitals, community events, and taxes, visit https://cfo.asu.edu/az-resources.</p>
Employment Verification	ASU conducts pre-employment screening which may include verification of work history, academic credentials, licenses, and certifications.
Fingerprint Check Statement	This position is considered safety/security sensitive and will include a fingerprint check. Employment is contingent upon successful passing of the fingerprint check.
Instructions to Apply	<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. #73353BR</p>