# Instructional Designer

**(Job Number: 97887BR)**

<table>
<thead>
<tr>
<th>Campus Location</th>
<th>West Valley</th>
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<tbody>
<tr>
<td>Department Name</td>
<td>Mary Lou Fulton Teachers College</td>
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<tr>
<td>Full-Time/Part-Time</td>
<td>Full-Time</td>
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<tr>
<td>Grant Funded Position</td>
<td>This is not a grant funded position and is not contingent on future grant funding</td>
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<tr>
<td>Salary</td>
<td>$47,415 - $63,000 per year; DOE</td>
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<td>Close Date</td>
<td>January 19, 2024</td>
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## Job Description

Do you see yourself working in a collaborative, innovative, and inclusive environment? Are you passionate about high-quality learning experiences? Do you want to design digital teaching and learning models that increase student success through achievement in higher education? If this describes you, join Mary Lou Fulton Teachers College as an Instructional Designer.

As an Instructional Designer with Mary Lou Fulton Teachers College (MLFTC), you will collaborate with faculty, administrators, and staff to design, develop, and support digital courses, programs, and initiatives. Additionally, you will become a member of a dynamic team at the forefront of digital learning, which focuses on creating high-quality learning experiences that support the education of the local, national, and international communities served by ASU.

## Essential Duties

- Partner with faculty, digital learning team members, and other stakeholders to design and develop digital learning materials using instructional design principles.
- Work both independently and interdependently within a team-based model to produce desired outcomes.
- Serve as a project team leader and manage timeline and deliverables for credit and non-credit learning experiences.
- Make recommendations to faculty and other stakeholders as appropriate for how to incorporate learning theory and best practices for teaching and learning into learning experiences.
- Develop and maintain documentation about course setup, configuration, and revision history for use by other members of the digital learning team.
- Conduct course review meetings after each course offering and document revisions, findings, and notes.
- Ensure ongoing alignment of course and program outcomes across courses over multiple offerings.
- Incorporate design thinking and principled innovation into work in digital learning projects and initiatives.
- Maintain communication with digital learning team members, faculty, and other stakeholders to support them as necessary and to ensure ongoing effective course readiness.
- Collaborate with faculty, digital learning team members, and other stakeholders to support the quality assurance process for courses and instructional materials.
- Participate in program design sessions.
- Collaborate with digital learning team members on the tracking and alignment of program outcomes across the program.
- 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 AND Three (3) years of providing learning/instructional design and/or technology development services. Or, any equivalent combination of experience or education from which comparable knowledge, skills and abilities have been achieved.

**Desired Qualifications**
- Experience applying concepts from the learning sciences (e.g. practice, feedback, interleaving, cognitive load, etc.) to the creation of learning materials.
- Experience working in Canvas/LMS environments to design and develop learning materials.
- Experience exploring, evaluating, and experimenting with new learning techniques and technologies and seizing new opportunities for enhancing learning.
- Experience using analytics and other assessment data to make continuous improvements.
- Experience managing multiple projects and prioritizing competing demands to meet established timelines.
- Experience building and maintaining relationships with faculty, administrators, and staff in a higher education environment.

**Working Environment**
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.

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.

**Flexible work options**
- **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**
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 8,000 educators annually. 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. 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. MLFTC takes action by bringing people and ideas together to increase the capabilities of individual educators and the performance of education systems.
Aligned with ASU’s charter, MLFTC is committed to inclusion and student success. The college’s core value of Principled Innovation connects individual decision making with the social, cultural, emotional and educational needs of others while creating positive change for humanity.

**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 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.

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.

**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](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.

Relocation Assistance – For information about schools, housing child resources, neighborhoods, hospitals, community events, and taxes, visit [https://cfo.asu.edu/relocation-services](https://cfo.asu.edu/relocation-services).

**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**

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.

Only electronic applications are accepted for this position. [https://cfo.asu.edu/applicant__#97887BR](https://cfo.asu.edu/applicant__#97887BR)