

1. GENERAL POSITION INFORMATION	
Position Name	Instructional Designer
Classification	Exempt
FTE	1.0
Work Hours	Monday - Friday, some evenings and weekends
Department/Division	Center for Teaching & Learning
Supervisor	Dean, Center for Teaching & Learning

2. POSITION SUMMARY
Provide 3 to 5 descriptive statements to summarize the overall purpose of the position.
The Center for Teaching and Learning (CTL) staff collaborate with faculty and academic administrators to create high-quality, effective and evidence-informed learning experiences at UWS. CTL supports UWS faculty in their roles as educators and scholars. Instructional designers provide the following support: one-on-one or group level instructional design consultation; new faculty orientation for both on-ground and online faculty; course development; department or program-targeted trainings related to teaching and learning; support for scholarly research related to teaching and learning; course preparation in UWS's LMS each term.

3. KEY RESPONSIBILITIES	
List key position responsibilities/duties by category and estimate the percentage of time spent on each responsibility. The total percentage of duties must equal 100%.	
Key Responsibilities/Duties	% of Duties
Train faculty on best practices in instructional design by providing one-on-one support, offering small-group trainings, and creating self-help resources, videos and tutorials.	25%
Collaborate with deans, program directors and faculty in the design, development, evaluation and revision of courses or course elements.	25%
Onboard new faculty to UWS and facilitate new faculty orientation in collaboration with the academic program leadership.	10%
Assist programs and the director of academic assessment with evaluating student achievement of learning outcomes at the course and program levels.	10%
Maintain documentation for processes, policies, and procedures related to instructional design.	10%
Keep abreast of current and relevant trends and best practices in health sciences and graduate education including topics related to accessibility, teaching equity, FERPA and HIPAA.	10%
Other duties as assigned.	10%

4. UWS CORE VALUES AND ASSOCIATED COMPETENCIES	
The following Core Values are integral to working at UWS. All employees, regardless of their position within the university, are expected uphold the Core Values and demonstrate associated competencies.	
Best Practices	We maintain high standards by using and integrating evidence across multiple disciplines. To accomplish this, We:



	<ul style="list-style-type: none"> • Seek out and use relevant data to inform our decision-making. • Incorporate peer-reviewed research and professional experiences into academic discourse and patient care. • Promote student learning through excellence in instruction and assessment.
Curiosity	<p>We are innovative, open minded, and forward thinking. To accomplish this, We:</p> <ul style="list-style-type: none"> • Approach our work with curiosity, inquisitiveness and willingness to think outside the box. • Value and consider new ideas and ask, “What if...?” • Remain open to change in order to advance and improve.
Inclusiveness	<p>We are respectful, mindful, and welcoming of different ways of being, thinking, and doing. To accomplish this, We:</p> <ul style="list-style-type: none"> • Actively listen to diverse perspectives and value different viewpoints and experiences. • Promote the equity of ideas, resources, power, and identity for all. • Gather information and input from diverse groups to develop a common vision, improve policies and practices, and advance institutional goals.
Professionalism	<p>We are responsible, respectful, and accountable. To accomplish this, We:</p> <ul style="list-style-type: none"> • Demonstrate civility in all our interactions, especially when there are disagreements or differing opinions. • Take ownership of our speech, conduct, demeanor, and deliverables. • Adhere to established policies, procedures, agreements, and deadlines. • Act as thoughtful stewards of the university and its resources.
Student-Focus	<p>We work for the common good of students’ academic and professional success. To accomplish this, We:</p> <ul style="list-style-type: none"> • Incorporate student feedback to improve academics and university services. • When making university decisions, we ask: What effect will that have on students? • Seek to understand the students’ experience through their eyes.
Whole-Person Health	<p>We promote physical, mental and emotional wellness in all facets of the UWS experience. To accomplish this, We:</p> <ul style="list-style-type: none"> • Intentionally cultivate environments that support work-life balance. • Consider personal and community wellness in decision-making. • Maintain rigorous academic standards while supporting the health and well-being of our students. • Include a range of health modalities in the classroom and clinic.

5. POSITION QUALIFICATIONS		
	Required	Preferred



Education & Training	BA or BS in instructional design or related field. Or BA or BS plus related work experience, training and/or certifications.	Master's degree in instructional design or related field.
Certifications & Licenses	N/A	Quality Matters certification.
Experience	Three years of experience in instructional design.	Five or more years of experience in instructional design.
Related Knowledge, Skills, & Abilities	Working knowledge of compliance for higher education and universal design principles. Experience with an LMS such as Moodle, Blackboard, Canvas, D2L, etc.	Experience with one or more of the following systems: Moodle, Panopto, Zoom, eMedley and LearningSpace. Intermediate to advanced skill with web page creation and development software, and photo and video creation and editing software.
Other Qualifications	Comfortable with educational technology. Excellent communication, research, planning & problem-solving skills. Skilled with working with a wide variety of people and personalities with varying degrees of teaching experience. Comfortable presenting to live and remote audiences.	

APPLICATION, SCREENING AND HIRING PROCESS:

Screening of applicants will begin immediately and the position will remain open until filled. Please submit a cover letter, a resume, and the names and contact information of three professional references.

University of Western States conducts background checks for the finalist or finalists of staff and faculty positions. The type of background check will vary by position type.

University of Western States is an equal opportunity employer.

To apply, please visit our website at: <https://www.uws.edu/about/employment/>
Click on the big orange button and follow the prompts.

You may attach your materials as Word or PDF documents.