



Notre Dame College, a Catholic institution in the tradition of the Sisters of Notre Dame, educates a diverse population in the liberal arts for personal, professional and global responsibility.

TITLE: Instructional Design Specialist

DEPARTMENT: Division of Online Programs and Strategic Initiatives

STATUS: Half-time position with potential for full-time.
This position can be remote.

CLASSIFICATION: Staff

BASIC FUNCTION:

The Instructional Designer is primarily responsible managing the design and development of course materials, interactive and multimedia technology-driven components, and other support materials during online course development.

As part of the Instructional Design Team, this individual develops and disseminates course design standards, as well as measures and analyzes course effectiveness and usability across the curriculum. At times the Instructional Designer may design and develop support materials for Notre Dame College initiatives outside course development.

QUALIFICATIONS:

- The Instructional Designer holds a degree in Instructional Design, Instructional Technology, or a related area, or has relevant experience that is equivalent.
- A master's degree is strongly preferred.
- Demonstrated ability to apply instructional design best practices in an online environment is required.
- Strong working knowledge of HTML, web page layout, authoring tools, web technologies and graphic design is required.
- Recent experience in a higher education setting strongly preferred
- Solid knowledge of corresponding applications such as Moodle, Blackboard, and Canvas required.
- The Instructional Designer must have excellent written and verbal skills, as well as strong organizational skills
- Familiarity with Quality Matters a plus.
- The Instructional Designer works well in a fast paced and team environment.
- Ability to juggle many assignments simultaneously is a must.

HOW TO APPLY:

To ensure full consideration, submit a cover letter, your current curriculum vitae, a narrative describing your teaching philosophy, a statement of research interest, three professional letters of reference, and any other supporting materials you would like to have considered to careers@ndc.edu.