



PUBLIC VACANCY NOTICE

Posting Date: September 15, 2017

Application Deadline: Open Until Filled

Position Title: Instructional Design Specialist
Located on main campus, Las Vegas, NM

Salary Grade: 14

Department: Title V CONECTADO /Educational Outreach Services

Starting Salary: \$40,000

Job Type: 12 Month/Full-Time

FLSA: Exempt

Reports To: Title V CONECTADO Activity Director

SUMMARY: The Instructional Design Specialist (IDS) will be responsible for planning, designing, developing, documenting, and reviewing online courses, interactive web applications and technologies for the online Master Degree programs in Education for the Title V CONECTADO project. The IDS will collaborate with project teams, subject matter experts, librarians, professors, Educational Outreach Services (EOS), and the Center for Teaching Excellence (CTE).

DUTIES & RESPONSIBILITIES:

- Adapt and design online courses, which include instructional strategies for educational technology and creative pedagogy.
- Demonstrates and utilizes effective needs analysis, course development and evaluation skills.
- Will work collaboratively with faculty/subject experts to assist them in the development of various online multimedia elements.
- Will schedule regular weekly training sessions utilizing the Title V training Lab, located on the main NMHU campus, using the NMHU approved and supported technologies and applications for teaching online.
- Supports the daily operations through instructional technologies such as learning management systems, web conferencing software and multimedia development.
- Document all faculty assistance, write instructional development plans and status updates.
- Remain up-to-date on developments in the online learning and related technology fields.
- Collaborate with the Educational Outreach Services' Online team, and the Center for Teaching Excellence (CTE).
- Assist the CONECTADO Activity Director with meeting goals and objectives of the program.
- Assists in the development and implementation of online learning and other related initiatives.
- Provide on-going mentoring sessions for faculty as needed.
- Maintain regular attendance;
- Perform other job related duties as assigned.

MINIMUM JOB REQUIREMENTS:

- **EDUCATION:** Bachelor's Degree in Instructional Design, Education or any field.
- **EXPERIENCE:** Two (2) years of Higher Education teaching experience and Two (2) years of experience working with distance learning technology.

SPECIAL REQUIREMENTS:

- Must be able to work weekends, holidays, evenings and extended hours as required;
- Must be willing to travel;
- Must possess and maintain a valid NM driver's license;
- **Continued employment is contingent upon grant funding until September 30, 2019.**

KNOWLEDGE, SKILLS, and ABILITIES:

- Knowledge of university environment;
- Knowledge in Microsoft Office 365/Suite, Learning Management Systems, ZOOM, and Respondus;
- Knowledge of computers, office equipment and computer programs;
- Ability to maintain effective working relationships;
- Ability to interact professionally with faculty and program staff;

- Ability to communicate both orally and in writing at a high level;
- Ability to utilize independent judgment;
- Ability to work with minimal direction and supervision.

PHYSICAL DEMANDS:

- Repetitive hand motions and prolonged use of computer;
- Must occasionally lift and/or move up to forty (40) pounds;
- Sitting or standing for extended periods of time.

WORK ENVIRONMENT:

- Work is normally performed in an office and training lab environment.

TRAVEL:

- Occasional Travel required

APPLICATION PROCEDURE: A complete application must include:

- 1) A Letter of Interest
- 2) Resume
- 3) NMHU Employment Application
- 4) Names/Addresses/Telephone Numbers of (3) professional references
- 5) Copies of all Transcripts

Candidates who are invited for on-campus interviews will be required to submit official transcripts. References will be contacted in conjunction with on-campus interviews. Submit application materials to:

New Mexico Highlands University
Human Resources Department
Instructional Design Specialist
Box 9000
Las Vegas, NM 87701

Application materials may be sent via email [to: jobs@nmhu.edu](mailto:jobs@nmhu.edu)

For disabled access of services, call 505-454-3242 or email hr@nmhu.edu

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