

Instructional Designer Tufts University

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Posted Aug. 8, 2025, set to expire Dec. 31, 2025

Job Title	Instructional Designer
Department	Tufts Technology Services
Institution	Tufts University Medford, Massachusetts
Date Posted	Aug. 8, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Educational Services
Job Website	https://jobs.tufts.edu/jobs/22170?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

Tufts Technology Services (TTS) is a university-wide service organization committed to delivering adaptable, results driven technology solutions in support of Tufts' mission of teaching, learning, research, innovation, and sustainability. With staff working remotely, hybrid and on campus across Tufts University, as well as a 24x7 IT Service Desk, we collaborate with schools and divisions to meet the demands of a global, mobile, and diverse community. We promote a collaborative, forward-thinking, flexible work environment, embrace diversity and inclusion, and encourage personal and professional development.

Fostering a culture of organizational citizenship and making others successful, demonstrating integrity,

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ethical conduct and optimism, active contribution and continuous learning enables staff to serve the goals and values of the University and creates a fulfilling and positive work experience for all.

Please include a cover letter with your submission.

What You'll Do

The Instructional Designer is a member of the Online and Blended Programs team, who provide technological and pedagogical support to hybrid and fully-online academic programs. Under general supervision, this position supports faculty and instructors creating and facilitating technology-enhanced learning experiences at Tufts.

Course Design, Implementation and Continuous Improvement:

Engages with faculty and program managers on new and planned online programs, courses, and learning experiences. Understands faculty, instructor, and student needs and assists in translating those needs into learning experience design. Responds to faculty/instructor needs and recommends appropriate pedagogical and technological approaches to ensure effective and efficient solution. Designs, develops, implements, and documents course, assessment, and student engagement designs, drawing upon the expertise of colleagues. Often contributes pertinent tactical ideas and feedback to improve the way existing courses, learning experiences, and student learning engagements are designed and facilitated. Provides continued technical support, Canvas site design, and redesign support to existing online courses.

Faculty Development & Training:

Understands and implements best practices, and helps the team adhere to best practices. Identify and promote communications opportunities for engagement with faculty in raising awareness of available services and in connecting clients with appropriate support. Responsibilities include communications through print and online channels; preparation of materials and support strategies; delivering presentations related to online and hybrid course design and facilitation; and creating and updating multi-faceted online and support materials, synchronous and asynchronous workshop opportunities for multiple audiences and purposes, and web presences for multiple audiences. Optimizes current faculty development modules, materials, videos, and websites.

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Campus Partnerships & Collaboration:

Builds working relationships with colleagues and customers, and fosters a culture focused on serving customer needs. Works collaboratively as part of a diverse interdisciplinary team, and must be able to demonstrate respect for others and to solicit alternative viewpoints and ideas in pursuit of technology-supported learning solutions to meet faculty/instructor needs. Is an active participant in brainstorming sessions with colleagues as a way to find new approaches to teaching, learning, and design challenges

Project Management, Communication, and Administration:

Demonstrates strong verbal and written communication skills with colleagues, customers, peers and supervisors. Communicates with stakeholders about the course design process, maintaining an updated communication sequence about milestones and design cycles. Actively promotes and participates in initiatives to improve processes, enhance customer service, find new approaches to problem solving, map out plans and implement fiscally responsible solutions. Maintains data spaces related to online course design, course facilitation, faculty engagement, and design process.

Please include a cover letter with your submission.

What We're Looking For

Basic Requirements:

- Knowledge and skills as typically acquired through a Bachelor's degree in a related field (Education, Instructional Design, Educational Technology, or related discipline)
- 3-5 years' experience working with faculty in a higher education on learning experience design
- Outstanding interpersonal communication necessary to maintain and build relationships with faculty and partners across the University

Preferred Qualifications:

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- Graduate degree in Instructional Design, Education, or other related field
- Excellent verbal and written communication
- Familiarity with Tufts
- Teaching experience

Pay Range

Minimum \$65,900.00, Midpoint \$82,300.00, Maximum \$98,800.00

Salary is based on related experience, expertise, and internal equity; generally, new hires can expect pay between the minimum and midpoint of the range.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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