# Instructional Designer
# Erie Community College

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| **Job Title** | Instructional Designer |
| **Department** | Distance Learning |
| **Institution** | Erie Community College |
| | Buffalo, New York |
| **Date Posted** | Jan. 25, 2024 |
| **Application Deadline** | Open until filled |
| **Position Start Date** | Available immediately |
| **Job Categories** | Professional Staff |
| **Academic Field(s)** | Educational Services |
| **Job Website** | https://ecc.wd5.myworkdayjobs.com/en-US/CareerOpportunities/job/North-Campus---Williamsville/Instructional-Designer_J0001987 |
| **Apply By Email** | |
| **Job Description** | |

**Department:** Distance Learning

**Salary/Hourly:** $48,580.00 Annual

**Union/Position Status:** FFECC NTTP FT

**Posting Closing Date:** February 25, 2024

Applications must be submitted by 11:59 PM the evening **before the posting closing date**.

Please note that the posting will close at midnight (12:00 AM) on the posting closing date.

# JOB DESCRIPTION

## DISTINGUISHING FEATURES OF THE CLASS*:*

Performs Instructional Design duties for online classes; does related work as required. Under the direct supervision of the Assistant Director of Distance Learning, performs Instructional Design support for online faculty for on-going operation and improvement to the college online instruction. Supervision may be exercised over a small clerical staff and student assistants.

## TYPICAL WORK ACTIVITIES*:*

- Collaborate with Subject Matter Experts and end-users to identify learning needs, objectives, and appropriate instructional methodologies to assist in creating high quality, interactive, online courses;
- Design and develop new training interventions, using face-to-face instructor-led, e-learning or web-based methodologies as appropriate;
- Help establish instructional design and development standards for all existing and future programs and courses. Support the ongoing assessment of instructional effectiveness for all existing and future programs and courses;
- Utilize instructional design software to create and print a variety of materials. Plan and devise the layout of text, photos, illustrations and other media for presentation;
- Ensure course materials meets current accessibility recommendations.

## KNOWLEDGE, SKILLS AND ABILITIES:

Candidates must be able to demonstrate awareness and sensitivity towards promoting an inclusive and diverse learning environment. Thorough knowledge of general educational methods and theory; thorough knowledge of curriculum development; thorough knowledge of vocational training needs of business and industry; skill in educational coordination and management; ability to motivate and direct the work of others; ability to get along well with others; sound professional judgment; initiative and

resourcefulness;  physically capable of performing the essential functions of the position with or without reasonable accommodation.

## MINIMUM QUALIFICATIONS*:*

Graduation from a regionally accredited four (4) year college or university with a Master's Degree in Instruction Design or Related field and two (2) years' experience related to instructional design and learning methodologies;

Or

Enrolled in a regionally accredited Master's Degree in Instruction Design or Related field and three (3) years' experience related to instructional design and learning methodologies.

## SPECIAL REQUIREMENTS:

**Official transcripts will be required for successful candidates within 30 days of hire.**

Contact Human Resources at (716) 851-1840 with any questions.

*Our mission to offer quality education includes exposing our students to a diverse range of cultures, experiences and expertise.  At SUNY Erie Community College, we value diversity and encourage applicants from all backgrounds to apply.*

## Notice of Non-Discrimination

SUNY Erie Community College does not discriminate in admission, employment, or in the administration of any of its policies and programs on the basis of race, color, religion, national origin,

age, sex, gender, gender expression, gender identity, pregnancy, disability, sexual orientation, familial status, military status, domestic violence victim status, predisposing genetic characteristics, veteran status, criminal conviction, or any other characteristics protected by law.  This applies to all students, applicants or other members of the College community (including, but not limited to, vendors and visitors).  Grievance procedures are available to interested persons by contacting the Civil Rights Compliance Officer listed below.  Retaliation against a person who files a complaint, serves as a witness, or assists or participates in the investigation of a complaint in any manner is strictly prohibited.

*The following individual has been designated to handle inquiries regarding the College's non-discrimination policies:*

**Civil Rights Compliance Officer**

Human Resource Department

North Campus

6205 Main Street

Williamsville, NY 14221

(716) 851-1844

*For further information on notice of non-discrimination, please contact:*

New York Office

United States Department of Education

Office for Civil Rights, 32 Old Slip 26th Floor,

New York, N.Y., 10005-25010;

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## Erie Community College

Direct Link: https://www.AcademicKeys.com/r?job=229535
Downloaded On: May. 8, 2024 11:50pm
Posted Jan. 25, 2024, set to expire Dec. 7, 2024

Tel (646) 428-3800; Email: OCR.NewYork@ed.gov.

**Contact Information**

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

**Contact**

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