BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Instructional Designer

DEPARTMENT: Center for Innovation in Teaching and Learning

FUNCTION: The Instructional Designer assists faculty in the technical development of instructional materials for use in technology mediated instruction with emphasis upon course materials developed for in-class and online settings; assists in the development and design of related faculty and staff training materials; and conducts faculty and staff training.

REPORTS TO: The Managing Director of the Center for Innovation in Teaching and Learning/Academic Affairs

SUPERVISES: N/A

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Works with faculty in the technical development of instructional materials for use in technology mediated instruction with emphasis upon course materials developed for in-class and online settings.
2. Assists in the design and development of model courses using sound instructional design principles for all multimedia platforms.
3. Conducts faculty and staff training.
4. Assists the Center for Innovation in teaching and Learning (CITL) Director in managing the instructional design development process to ensure that projects are completed on a timely basis.
5. Coordinates CITL technical projects and collaborates closely with the Office of Information Technology (OIT).
6. Troubleshoots and resolves interface issues between the College’s Course Management System and Datatel’s Colleague/WebAdvisor in conjunction with OIT and CITL staff.
7. Communicates, as necessary, with faculty and students needing assistance with distance learning courses.
8. Maintains and updates appropriate areas of the College of Virtual Studies website.
9. Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities: Demonstrates understanding of the community college mission and practices an open door policy. Has basic proficiency in the use of the Microsoft Office suite. Exhibits strong skills in:
• Communication
• Customer and Student Focus
• Building Relationships
• Organizing
• Planning

Education: Baccalaureate degree in Education, Instructional Technology, or related field. Master’s degree in Education, Instructional Technology, or related field

Experience: Practical experience in teaching or training, instructional design, screen authoring tools, MS Office, digital/multimedia production tools; demonstrated experience with a course management system (e.g. Moodle), strong customer service orientation. Experience with Quality Matters rubric and Moodlerooms preferred.

Bergen Community College is an equal opportunity employer and does not discriminate on the basis of race, color, religion, age, sex, national origin, disability, or veteran status.

Submitted by: __________________________  Date: ____________
Name/Title

Approved by: __________________________  Date: ____________
Name/Title

Reviewed by: __________________________  Date: ____________
Human Resources

Board Approval: __________________________  Date: ____________
Board Approval

THE COLLEGE RESERVES THE RIGHT TO MODIFY JOB DESCRIPTIONS AT ANY TIME WITH OR WITHOUT NOTICE