**Instructional Designer PBI Grant Funded** (FT)

Funded by the U.S. Department of Education

**Location**: Dougherty County Campus

Albany Technical College seeks a well-qualified, highly motivated individual to fill the positon of Instructional Designer within Academic Affairs for the Predominately Black Institution (PBI) online grant. The Instructional Designer is responsible for assisting faculty with the creation and/or use of digital resources, including software, hardware, multimedia, and collaborative tools to support the educational goals of Albany Technical College. He/she will assist faculty with redesign, development, and creation of instructional materials and support services in the online education environment and implement and execute project management plans for the purpose of enhancing online learning and student support services. The Instructional Designer will fulfill methods and procedures for transferring on-ground course materials and requirements into an online education format while creating and supporting multimedia content and digital resource integration to support program and course educational goals. He/she will explore and support the use of instructional design theory, instructional technology, technology tools, and media to enhance learning and engagement, and participate on a team that plans, prepares, and presents workshops on software and multimedia applications, instructional design, course management systems, and other technology topics by developing documentation and support materials to assist faculty and students in using instructional technologies and online education resources. Under general supervision, the Instructional Designer works with subject matter experts (SMEs) in the design, redesign, development, and routine support of effective web-based, hybrid, and online courses, including web content, interactive exercises, learning activities, supplemental resources, assessments, and online communication and interaction, both synchronous and asynchronous. The Instructional Designer will assist faculty with support in the use of the selected college learning management system and other applications that support online education. He/ she will assist in the implementation of emerging instructional technologies, and will assist faculty with incorporation of usability and accessibility requirements in the online environment. He/she will work closely with Academic Technology staff to ensure accreditation standards are adequately supported and keep abreast of changes in the Instructional Technology/Design field by attending conferences and training as budget and schedule permits. The Instructional Designer must have strong interpersonal and excellent written and verbal communication skills, and will perform other duties as assigned.

**Minimum Qualifications:** Applicant MUST possess an Associate’s Degree \*AND\* have three (3) years of work related experience. Experience may substitute for the degree on a year-for-year basis.

**Preferred Qualifications:** Applicant MUST possess a Bachelor’s Degree in Education, Educational or Instructional Technology, Instructional Systems Design, or closely related field and have prior experience in Instructional Design­. Comprehensive knowledge of and experience with instructional design principles and instructional delivery methods. Intermediate to advanced skills in web and educational based technologies such as Microsoft Office, Adobe, Camtasia, and HTML 5, and experience with learning management systems, preferably Blackboard.

**Physical Demands:** The employee occasionally lifts or moves objects of a light to medium weight. Work is typically performed in an office environment with intermittent sitting, standing, or walking in various settings. Full range of hand and finger motion may be utilized for data entry purposes.

**Salary/Benefits:** Salary is commensurate with education and work experience. Benefits include paid state holidays, annual sick leave, and the State of Georgia Flexible Benefits package.

**Application Deadline:**  The position will remain open until filled.All applications packets MUST be completed via the Online Job Center at <https://www.easyhrweb.com/JC_Albany/JobListings/JobListings.aspx> . As a part of the application process, interested candidates will be required to upload other documents including a resume, cover letter and unofficial transcripts (see job center listing for more details). This posting will be removed from the Online Job Center once the position has been filled. For more information regarding this position or application instructions, please contact the Human Resources Office at 229-430-6597. All positions require a pre-employment criminal background investigation, education, and employer/professional reference checks. Some positions may additionally require a motor vehicle record search, credit history check, fingerprinting, and/or drug screen. All male applicants between the ages of 18 and 26 years of age must present proof of Selective Service Registration. Copies of all transcripts should be submitted at the time of application. Official

transcripts are required upon employment. Albany Technical College is an equal opportunity employer and does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, or citizenship status (except those special circumstances permitted or mandated by law.

***Note: Due to the volume of applications received, we are unable to personally contact each applicant.***

***If we are interested in scheduling an interview, a representative from our college will contact you.***

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| **Title IX Coordinator:**  Dorene Aquino, HR Coordinator  1704 South Slappey Blvd.  Albany, GA 31701  229.430.6597 | **Equal Opportunity Officer:**  Lola K. Edwards-Director of Human Resources  1704 South Slappey Blvd.  Albany, GA 31701  229.430.1702 | **Section 504 Coordinator:**  Regina Watts, Special Needs Coordinator,  1704 South Slappey Blvd.  Albany, GA 31701  229.430.2854 |