



**Position Announcement
April 2024**

This position is open to current Houston Co Board of Education Employees only

Position:	Instructional Design Specialist
Employment Status:	Part-time
Application Deadline:	April 25, 2024
Primary Work Location:	Online
Projected Work Schedule:	Online / working all 12-months during the calendar year

Position Description:

Under general supervision, the Instructional Design Specialist is responsible for the analysis, design, development, and implementation of instructional content in a distance education environment and assists instructors with providing education and/or training to technical college students. Completes all assignments in a timely manner and maintains accurate records. Maintain qualifications for employment as described by the Technical College System of Georgia (TCSG) Policy Manual and accreditation standards. Follows rules and regulations as described by the TCSG Policy Manual and other policies and procedures established by the institution. Position reports to the Associate Dean for Academic Affairs.

Job Responsibilities include, but are not limited to the following:

- Works with subject matter experts (SME's) to design, develop, and implement distance education and blended course content;
- Establishes methods and procedures for transferring on-ground course materials/requirements into a distance education format;
- Collaborates with SME's to create supplemental multimedia content integration into distance education courses;
- Designs and/or conducts training for faculty and staff on best practices for distance education course delivery and the use of blended approaches utilizing on-campus and distance education delivery methods;
- Serves as the training expert in the use of Learning Management Systems;
- Works with faculty and staff, assists in development of multimedia-web based content such as images, photos, audio, and/or video;
- Works closely with Information Technology staff to ensure distance education technology is adequately supported and functioning properly;
- Keeps abreast of changes in the Instructional Technology/Design field by attending conferences and training as budget and schedule permits;
- Completes all assigned trainings in a timely manner, and
- Other responsibilities as assigned.

Minimum Qualifications: *Must upload transcripts which show conferred educational degrees and document qualifications in the employment history:*

- Earned Associate's Degree from an academic institution that is accredited by an institutional accrediting agency recognized by the United States Department of Education, and,
- Documented three (3) years of work-related experience
 - *Note the work experience may substitute for the degree on a year-for-year basis*

Preferred Qualifications, in addition to the minimum qualifications: *Preference may be given to applicants who, in addition to meeting the minimum qualifications, provide transcripts of conferred degrees and demonstrate in the employment history possession of one or more of the following:*

- Documented knowledge of learning theory, instructional design theory
- Documented knowledge of Learning Management Systems
- Documented teaching or learning experience in distance education environment

Salary / Benefits:

This position will be paid a set gross fee for each Master Course Development. May include additional stipends for student contact hours, orientation and trainings, course development, etc. Adjunct positions are temporary, time-limited appointments encompassing a single academic term or period and do not imply or suggest a continuance of employment or a promise of future full-time employment. CGTC is a member of Teachers Retirement System of Georgia (TRS) and Employees Retirement System of Georgia (ERS). Adjunct positions are not eligible for TRS or ERS retirement benefits, state insurance, leave or holiday pay.

Application Procedure:

Applicants are required to complete the employment application in full and provide supporting documentation by the stated closing deadline for the position. GCTC does not accept mailed, faxed, or hand-delivered applications.

Applicants who complete the application procedure will be evaluated for meeting the position requirements based on the published job responsibilities, meeting the minimum and preferred qualifications based on the educational history, employment skills presented under job duties in the application system against the published job announcement. A completed application packet consists of the following:

1. A completed CGTC electronic application in the CGTC application portal.
2. As applicable, applicants for instructional positions are asked to provide a resume in addition to completing the CGTC application. Applicants for non-instructional positions may provide a resume if they wish. Submission of the resume does not replace the requirement to complete the CGTC electronic application.
3. Postsecondary transcripts that demonstrate the conferral of the degree, if applicable, and demonstrates the applicant meets the educational minimum requirements and, if applicable, the preferred educational requirements (*grade reports and diploma copies are not accepted in lieu of transcripts*)
4. Positions requiring a High School Diploma or GED as a minimum qualification do not have to submit a HSD/GED transcript documentation as part of the application process

5. Non-photo license(s) and/or certification(s) which fulfill the minimum, and if applicable the preferred qualifications stated in the job announcement

Incomplete application packets at the time of the position closing may not be considered. It is the responsibility of the applicant to obtain and upload the application documentation by the stated deadline.

For more information concerning our application process or available positions, please contact the Human Resources Office at 478-757-3449 or 478-218-3700 or via email to cdominy@centralgatech.edu.

All applicants are subject to the following applicable pre-employment screenings:

Criminal History Records	Motor Vehicle Records
Employment References	Pre-Employment Drug Test
Fingerprint Records	Credit History Records
Psychological Screening	Medical Examination

As set forth in its student catalog, Central Georgia Technical College (CGTC) complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, creed or religion, national or ethnic origin, sex (including pregnancy, sexual orientation, and gender identity), disability, age, political affiliation or belief, genetic information, veteran or military status, marital status, or citizenship status (except in those special circumstances permitted or mandated by law).

The following person has been designated to handle inquiries regarding the non-discrimination policies:

The Title VI/Title IX/Section 504/ADA Coordinator for CGTC nondiscrimination policies is Cathy Johnson, Executive Director for Conduct, Appeals, & Compliance; Room A-136, 80 Cohen Walker Drive, Warner Robins, GA 31088; Phone (478) 218-3309; Fax: (478) 471-5197; Email: cjohnson@centralgatech.edu.

All application materials are subject to the Georgia Open Records Act O. C. G. A. §50-18-70.