Job Title: Instructional Designer

Job ID: 7812

Full/Part Time: Full-Time

Regular/Temporary: Regular

Job Code: 0420

Job Grade: Career

Salary From: $4,372          Salary To: $10,478

Department: IT Academic Technology - 8223

Major Duties
Under general supervision, the Instructional Designer works collaboratively with the academic technology support staff. The incumbent serves as an innovative resource and provides direct support to faculty in their efforts to create and maintain curriculum components to be delivered within an online environment; provides expertise and knowledge on various pedagogical approaches to support the electronic delivery of curriculum; assists faculty in the use of technology to improve teaching and learning in the classroom and online, including the redesign of courses for hybrid and online delivery; assists faculty in the identification and classification of learning content and supports the appropriate use of learning content repositories; provides training on various technologies and techniques to faculty to ensure the electronic-based curriculum meets their pedagogical goals, and is accessible and consistent with prevailing standards: such standards include, but not limited to pedagogical design, web design, and accessibility; works collaboratively with other units on campus to organize and manage key training sessions and events; and performs other duties as assigned.

Qualifications
Equivalent to graduation from an accredited four-year college or university with a Bachelor’s degree in instructional design, instructional technology or relevant field. Advanced degree strongly desired. Relevant experience can be substituted for a degree in one of the relevant fields. Three years’ experience assisting instructors in designing online learning experiences and in the use of learning management systems and related applications. Experience in a higher education environment strongly preferred.

Knowledge, Skills, & Abilities
Thorough knowledge of a variety of software application packages, equipment platforms, reference database systems and sources, and training methods and a basic understanding of networks, data communication, and multimedia systems. Functional knowledge of: student response systems, lecture capture systems, video editing systems, Canvas, Zoom, Camtasia, Adobe Creative Suite, Microsoft Office Suite. Ability and specialized skills to: apply and assess user needs; identify, analyze and address user problems; analyze problems and propose effective solution; understand functional and procedural requirements and develop alternative solutions; relate system solutions to departmental management and staff; communicate effectively both orally and in writing; make presentations; conduct meetings; develop and/or provide user training; and establish and maintain cooperative working relationships with students, faculty, staff, and administration.

Pay, Benefits, & Work Schedule
The university offers an excellent benefits package.

The salary range for this classification is $4,372 - $10,478 per month. The anticipated HIRING RANGE: $4,372 - $6,700, dependent upon qualifications and experience.

Hours: Full Time; 40 hours per week; 8:00am – 5:00pm, Monday through Friday.

REG: This is a Regular position with a one-year probationary period.
General Information

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

How to Apply
Candidates should apply by completing the CSUN on-line application utilizing http://bit.ly/HR_CSUN link and must attach a cover letter that addresses the qualifications above and a current resume, including names of three professional references. NOTE: Internal candidates should apply through the portal by accessing the View Job Openings/Apply link on the Human Resources/Employee pagelet.

Initial review begins September 7, 2018 and will continue until position is filled.

For more detailed information on the application and hiring process, please view the link below: http://www.csun.edu/careers/

Equal Employment Opportunity
California State University, Northridge is an Affirmative Action/Equal Opportunity Employer. We consider applicants for employment without regard to race, color, religion, national origin, age, gender, gender identity/expression, sexual orientation, genetic information, medical condition, marital status, veteran status, or disability. Reasonable accommodations will be provided for applicants with disabilities who self-disclose by contacting Recruitment Services.

(8/29/18)