UNIVERSITY OF WISCONSIN-SUPERIOR
INSTRUCTIONAL DESIGN CONSULTANT
POSITION DESCRIPTION

Working Title: Instructional Design Consultant
Hayes Hill Title/Level: Information Processing Consultant
12-month, Academic Staff Appointment 1.0 FTE
Position Reports to: Director of the Library and Digital Strategies

Position Summary
Areas of responsibility for the Instructional Design Consultant position include guiding, training, and supporting faculty and instructional staff in the design and development, revision, and delivery of quality courses with a high infusion of innovative technology-enhanced teaching and learning strategies. The Instructional Design Consultant participates in all aspects of instructor development including support in course design, creation and application of multi-media elements, new and seasoned instructor coaching, course assessment, the identification of instructor development and training needs, ensuring the advancement of courses through the application of the Quality Matters rubric, and the creation of appropriate training for all instructional staff. Additionally, this position serves as one of the administrators of the learning management system. The position is integral to the instructional design and technology support team and reports to the Director of the Library and Digital Strategies.

The Instructional Design Consultant provides a full range of learning design services in collaboration with faculty and IT in the following areas: preparing courses for the Canvas learning platform, researching and developing innovations to the online learning portion of the Digital Literacy Program for faculty, and enhancing the competency of faculty and students in using online learning technologies. Additionally, the Instructional Design Consultant will work with faculty providing consultation, training, and support for adoption and use of technology to support the University’s curriculum and academic delivery, both in the classroom and the online/hybrid environment. Such work will often include the analysis, development, and implementation of instructional design strategies to complement faculty efforts developing curriculum and course content. UW Superior is an institution dedicated to innovation in the areas of curriculum and learning and seeks a person committed to innovation in these areas.

Duties and Responsibilities

- Identify and oversee preparation of courses for course management system, Canvas.
- Use and train other on the use of available technologies to develop high quality, effective, and engaging online courses.
- Develop and deliver trainings and orientations and as needed launch new and/or newly revised courses.
- Evaluate effectiveness of the design of UW-Superior online courses and work closely with faculty to support coordination of new courses and course components/modules.
- Support the standardization of design for courses offered at UW-Superior.
- Ensure that all new UW-Superior online courses comply with applicable laws and policies.
- Consult and partner with faculty to design, develop, implement, and assess technology-enhanced education teaching and learning initiatives, particularly in online/hybrid environments.
- Engage with faculty who desire to refine their teaching and provide highly successful digital learning experiences for all students.
- Assist faculty and staff in using online learning technologies by developing and delivering trainings and orientations.
- Keep up to date with educational trends and changes.
- Maintain, diagnose, and troubleshoot applications used in teaching and learning.
- Explore and pilot technologies and innovations.
- Prepare reports on instructional design activities as needed.
- Work collaboratively with the Director of the Center for Excellence in Teaching and Learning (CETL) to promote faculty learning and engagement in the digital environment.
- Collaborate with IT services personnel in the support and administration of the Learning Management System.
• Work collaboratively with Library staff and the Dean’s Office on advancing the use of Open Educational Resources in the classroom.
• Carry out initiatives related to the development, promotion, and advancement of the University’s Digital Literacy Program as a part of the Strategic Plan.
• Complete mandatory trainings and professional development opportunities as assigned.
• Other duties as assigned.

Knowledge, Skills and Abilities
• Demonstrated Project Management skills with the ability to work effectively on multiple projects.
• Knowledge of, and demonstrated experience in, implementing accessible online learning materials, assessments, and communications.
• Technical knowledge required for designing and teaching online courses including Science, Technology, Engineering, and Mathematics (STEM) courses.
• Ability to be a leader within the instructional design and learning technology support and innovation team.
• Knowledge of instructional design theory including knowledge of adult learning theories and skilled as a practitioner including instructional design implementation within a professional work environment.
• Experience in the use of available technologies; including but not limited to, communication applications; course authoring applications; web production software (including MS Word, Excel, Access, PowerPoint); image, audio, video and text editing software; course management systems; and web-based applications in order to develop high quality, effective, and engaging online courses.
• Knowledge of new emerging technologies that may be used to enhance student engagement in digital learning environments.
• Ability to engage in leading, mentoring, and training activities within the digital strategy’s unit in the maintenance, diagnosis, and troubleshooting of applications used in teaching and learning.
• Ability to develop and deliver trainings and orientations and as needed to launch new and/or newly revised courses.
• Ability to develop and deliver training through a collegial and relationship model to UW-Superior staff and instructors pertaining to the utilization of technology for the digital delivery of courses.
• Ability to implement Quality Matters™ or other similar systematic course quality guidelines.
• Excellent verbal and written communication skills.
• Ability to work effectively and collaboratively at all levels within an organization and when appropriate provide leadership to a common vision or goal.
• Creative with strong analytic and decision-making abilities.
• Ability to prioritize, work independently, and maintain confidentiality.

Minimum Qualifications
• Bachelor’s degree from a regionally-accredited university in instructional pedagogy/instructional design/curriculum development/educational technology or related field.
• Two years’ experience in applying or creating a model of instructional design in a higher education or similar setting.
• Experience teaching online.

Preferred Qualifications:
• Master’s Degree, Ph.D. or Ed.D in instructional pedagogy/instructional design/curriculum development/educational technology or related field from a regionally-accredited university and university-level online teaching experience at an institution of higher education.
• Experience in designing, developing, and/or administering online courses in a Learning Management or Course Management System such as D2L, Course Canvas, Blackboard, or other.
• Experience working in the Canvas learning management system.
• Experience with faculty development in a higher education setting or similar setting.