

**NOTICE OF VACANCY**  
**Instructional Design Specialist**

**REPORTS TO: Instructional Technology Coordinator**

**DESCRIPTION OF POSITION:** At Mississippi Delta Community College (MDCC) we value the ability to serve students from a broad range of socioeconomic backgrounds, genders, abilities, and orientations. We prioritize applicants who demonstrate they understand the benefits a diverse student population brings to a community college. The successful Instructional Design Specialist will be an equity minded individual committed to student academic success by collaborating with faculty, staff, administration, students and community partners who support the institution's mission.

The Instructional Design Specialist is responsible for assisting in course development and design. The Instructional Design Specialist will collaborate with subject matter experts to design and develop Canvas courses, create quality Canvas course templates that meet with educational standards, including face-to-face and eLearning, and provide instructional design resources and services to faculty, staff, eLearning administrators, and selected partners. Instructional Design Specialist will assist the Director of Instructional Technology in aiding students and with special projects. Knowledge of best practices and evidence-based research in higher education is essential.

More specifically the Instructional Design Specialist duties include, but are not limited to, the following:

**DUTIES AND RESPONSIBILITIES**

- Assist eLearning department with periodic test proctoring.
- Assist with administration, maintenance, updates, and support of the campus Learning Management System.
- Collaborate with academic departments and other stakeholders to align course objectives with program outcomes and accreditation standards.
- Collaborate with faculty and subject matter experts to design, develop, and revise instructional materials for online, hybrid, and face-to-face courses.
- Conduct needs assessments and learning analyses to identify gaps in instructional materials and recommend appropriate solutions.
- Create purchase requisitions following purchasing guidelines.
- Design and develop multimedia assets, including videos, interactive simulations, and animations, to enhance course content and promote student engagement.
- Ensure courses meet accessibility standards and adhere to copyright and intellectual property guidelines.
- Evaluate the effectiveness of instructional materials and make recommendations for continuous improvement.
- Maintain proper inventory control and review practices.
- Provide training and support to faculty and staff in the use of instructional technologies and course design strategies.
- Serve as a backup for Instructional Technology Specialist. Primary backup duties to include operation of the Tech Zone, live-stream support, MDM basic operations and troubleshooting.
- Serve as a resource for faculty and staff on instructional design best practices and pedagogical strategies.
- Stay current on emerging trends and technologies in instructional design and online education.
- Utilize instructional design principles, learning theories, and best practices to create engaging and effective learning experiences.

- Perform other duties as assigned by the Instructional Technology Coordinator or Vice President of Instruction.

## MANDATORY QUALIFICATIONS

- Associate's degree in the field instruction, instructional design, education, technology, or related discipline, or equivalent experience at time of application from an accredited college.
- At least two years of experience in the field of education with use of course design and application.

## DESIRABLE QUALIFICATIONS

- Bachelor's degree from an accredited college or university.
- Experience with Canvas Learning Management System.
- Demonstrated knowledge and application of instructional design theory, instructional design principles, learning theory, instructional technology, and adult learning theory.
- Two years demonstrated teaching experience.
- Demonstrated use of Quality Matters™ rubric or similar course design quality standards.
- Experience developing interactive training materials and learning objects.

## KNOWLEDGE AND SKILLS REQUIRED

- Ability to be a team player and demonstrate accountability for responsibilities.
- Ability to conduct or attend meeting in various locations across campus.
- Ability to make difficult decisions and properly respond to sensitive situations.
- Ability to multitask and possess initiative.
- Ability to organize events and carry out major projects with minimal supervision and direction.
- Ability to use, learn, and teach technology platforms commonly used in the educational environment, i.e., Windows, MacOS, iPadOS, Apple TV's, Microsoft Office, Canvas, Swivl, Promethean Boards, projectors, etc.
- Ability to work and communicate effectively with all college stakeholders including administrators, faculty, staff, students, and local patrons.
- Ability to work effectively with many constituencies in diverse communities including but not limited to contractors and/or vendors.
- Able to think creatively and respond timely to pressing deadlines.
- Broad understanding of and experience with issues and policies in public higher education and within a community college system.
- Dedicated to and appreciate the concept of the community college.
- Demonstrated effective use of technology.
- Highly attentive to detail.
- Must have an in-depth background in working with hardware and software and have an intermediate knowledge of word processing, database, spreadsheet, and presentation graphics software as well as a strong understanding of various presentation delivery platforms.
- Must have the ability to exercise considerable initiative, independent judgment, discretion, and confidentiality with regard to working with instructors and students.
- Must have the ability to work and communicate effectively with the students, staff, faculty, administration, technical support, and diverse groups.
- Must possess a willingness to learn various instructional technology and design software packages and any new technologically advanced equipment.
- Skill in operating equipment, such as personal computer, promethean board, printer, and phone system.
- Strong sense of personal and professional integrity.

*Mississippi Delta Community College does not discriminate on the basis of age, race, color, national origin, religion, sex, sexual orientation, gender identity or expression, physical or mental disability, pregnancy, or veteran status in its educational programs and activities or in its employment practices. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Dr. Steven Jones, Vice President of Administrative and Student Services, Stauffer-Wood Administration Building, Suite 119, Office 123, P. O. Box 668, Moorhead, MS 38761, 662-246-6304; [EEOC@msdelta.edu](mailto:EEOC@msdelta.edu).*

## PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hand to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee frequently is required to sit, stand and walk. The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision. This position may require prolonged periods of viewing a computer screen. This position requires travel and may require working some evenings and weekends.

## WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

## TERMS OF EMPLOYMENT

This is a Full-time, 12-month, Exempt, Non-Teaching Professional (NP) position.

## SALARY

The salary will commensurate with education and experience.

## APPLICATION PROCEDURES

Applicants should submit all of the following in order for their application to be considered for employment:

1. MDCC Employment Application (online only)
2. Unofficial College Transcript(s)
3. Current Resume
4. Authority to Release Information Form/ Consent Form

The MDCC Employment Application can be found on the MDCC Human Resources website, <https://msdelta.formstack.com/forms/applicationforemployment>

Official transcripts **are required upon hire** and may be sent directly from the university/college electronically to [humanresources@msdelta.edu](mailto:humanresources@msdelta.edu) or via postal mail to:

Office of Human Resources - P. O. Box 668 - Moorhead, MS 38761

## **DEADLINE**

Internal/External – July 25, 2024 at 5:00 P.M.

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