



COMMUNITY COLLEGE  
OF RHODE ISLAND

Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

|                                   |   |
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| <b>TITLE</b>                      | Instructional Designer  |
| <b>POSITION NO.</b>               | 502936  |
| <b>LOCATION</b>                   | Knight Campus   |
| <b>REPORTS TO</b>                 | Executive Director of Online Learning   |
| <b>GRADE</b>                      | PSA 14  |
| <b>WORK SCHEDULE</b>              | Remote/Hybrid<br>Monday – Friday - 35 hours per week.<br>Must be available between the hours of 8:00 am & 5:00 pm<br>Some evening & weekend hours may be necessary. |
| <b>SUPERVISION</b>                | May direct or supervise part-time employees   |
| <b>LIMITATION (if applicable)</b> | Date. Subject to renewal after annual review.   |
| <b>REVISION DATE</b>              | April 26, 2024  |

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**JOB SUMMARY:**

Excellent opportunity to work with a growing and dynamic team of educators to help grow and foster online education at CCRI! Reporting to the Executive Director of Online Learning or his/her designee, this position works with faculty, staff, and administration to build, design, assess courses and conduct faculty development programs. Responsibilities include developing and facilitating workshops and webinars, providing resources, and individual consultations for the use of effective teaching methodologies and technology in online, hybrid, blended, and face-to-face courses in support of CCRI's Strategic Plan. The successful candidate will foster collaborative partnerships with faculty in the design, planning, and evaluation of courses, learning environments, and active learning experiences by employing best instructional design practices and principles. Additionally, online learning data collection, analysis, and assessment duties may be required as needed.

CCRI offers excellent medical benefits, ample paid time off, tuition reimbursement, and an exceptional retirement plan.

**DUTIES AND RESPONSIBILITIES:**

- Demonstrate a commitment to the philosophy and mission of a comprehensive community college.
- Work collaboratively with others and provide high-quality customer service in a diverse and inclusive environment.
- Designs student-centered and faculty-supported professional development focused on closing equity gaps.
- Demonstrated commitment to learning environments that contain culturally responsive curriculum and pedagogy.
- Demonstrated thorough knowledge and understanding of instructional design principles and adult learning.
- Evaluates innovative and effective teaching practices working with faculty in groups or one-on-one to improve course design alignment and effective learning strategies.
- Develops and delivers professional development (e.g., courses, workshops, webinars, and consultations) in those teaching practices.
- Creates eLearning instructional resources (e.g., Articulate Rise courses, motion graphics, interactive infographics, job aids, guides, video, and audio content) for AGILE rapid prototyping.
- Understands online course quality using OSCQR and/or QM rubrics.
- Experience working with large datasets and program assessment.
- Applies WCAG accessibility standards to instructional materials.
- Communicates complex ideas visually.
- Demonstrated strong interpersonal skills, with the ability to communicate effectively verbally and in writing with diverse audiences.
- Additional responsibilities as directed by the supervisor consistent with rank and position.
- Demonstrated knowledge of Universal Design for Learning
- Demonstrated commitment to inclusive and culturally responsive teaching strategies and practices.

**LICENSES, TOOLS, AND EQUIPMENT:**

- Competent in using applications in Microsoft Office Suite.
- Competent in using Adobe Create Suite and Adobe Acrobat Pro DC.
- Competent in HTML and web page development.
- Must have access to and use of own transportation.

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions. Lifting of up to 10 lbs. may be required.

**REQUIRED QUALIFICATIONS:**

- Master's degree in Instructional Design, Education, or other closely related field required.
- Minimum of five years of relevant instructional design, faculty development, or similar work experience at the college level.
- Minimum five years of online teaching experience at the college level.
- Thorough and demonstrable knowledge of college-level and adult learning best practices.
- Strong familiarity with Blackboard Learn/Ultra Learning Management System (LMS)

**PREFERRED QUALIFICATIONS:**

- Strong background in multi-media, including scripting, video production, and post-production.
- Experience working in a higher education setting, particularly a community college.
- Working knowledge of various Learning Management Systems.
- Demonstrated experience working with a diverse group of adult learners.
- Demonstrated ability to work independently with strong time management and project management skills.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.