

## **EDUCATIONAL TECHNOLOGIST & INSTRUCTIONAL DESIGNER**

Northeastern Illinois University (NEIU) invites applications for the position of Educational Technologist & Instructional Designer. NEIU is a comprehensive state university of nearly 12,000 commuter students located on a 67-acre campus in a residential neighborhood on the northwest side of Chicago. It is a highly diverse university and prides itself on excellent classroom instruction by highly qualified faculty and preparing graduates to function effectively in a global society. Additional information about the university is available at [www.neiu.edu](http://www.neiu.edu).

### **Position:**

#### **Full Time**

Educational Technologist & Instructional Designer  
Center for Teaching & Learning

NEIU's Center for Teaching and Learning is seeking a qualified individual to assist in the development of online and hybrid courses across disciplines and departments. The position will require Instructional Design assistance as well as Educational Technology support to the faculty members at NEIU in both one-on-one and group environments. The candidate will work individually and collaboratively to plan, design, develop and revise online/hybrid courses in a variety of disciplines while also offering support for the learning management system and other forms of educational technologies used both online and face to face. The individual will also help develop training materials to assist faculty with instructional design and teaching tools.

### **About the Center for Teaching & Learning**

[www.neiu.edu/~ctl/](http://www.neiu.edu/~ctl/)

### **Position Responsibilities & Expectations**

- Plan, design, and develop innovative, interactive online and hybrid courses with faculty members, which includes writing learning objectives, lessons, assignments, assessments, syllabi and interactive learning modules
- Consistently apply sound instructional design principles when developing or modifying instructional materials
- Apply theories of pedagogy and andragogy to instructional design methods
- Maintain a collaborative relationship and open communication in a team with CTL staffing to further the growth of online and hybrid course offerings in line with the University's Strategic Plan
- Work directly with faculty on techniques and strategies that can be used to deliver both hybrid and online courses
- Develop and deliver training/workshops on various areas of educational technology as well as online/hybrid teaching

- Support the current learning management system as an administrator: assist with troubleshooting, faculty assistance, managing enrollment on the course level, working with the LMS provider, resolving problems, etc.

### **Required Qualifications**

- Experience working collaboratively on the development of courses and projects
- Master's degree in Instructional design, or an Education-related discipline with significant experience in online course development
- Experience teaching in higher education
- Understanding of and experience with online pedagogy and adult learning
- Demonstrated experience working with learning management systems (Blackboard, Moodle), HTML, Flash, Adobe, Lectora, Wimba/Elluminate and/or other related tools
- Ability to communicate effectively with individuals and groups
- Experience with both Mac and PC platforms

### **Strongly Preferred**

- Experience teaching online and/or hybrid courses
- Experience providing face to face training and workshops
- Experience producing streaming video/audio and/or iTunes U
- Competency in multiple learning management platforms (preferably Blackboard 8 and Moodle)
- Experience in applying quality rubrics such as NACOL and/or Quality Matters to course design

### **Salary & Benefits**

Salary is commensurate with qualifications and experience. Comprehensive benefits package including health, dental and vision benefits, 24 days of vacation and participation in the Illinois State Universities Retirement System.

### **Application Process:**

Send an electronic letter of application, resume, and the names, addresses, and phone numbers of three references via email to Dr. Edmund Hansen, Director, Center for Teaching and Learning, at: [e-hansen@neiu.edu](mailto:e-hansen@neiu.edu). Review begins October 15, 2011, and will continue until the position is filled.

Northeastern Illinois University is an equal opportunity/affirmative action employer and invites applications from women and minorities as well as other qualified individuals.