



Position Open Notice **Instructional Designer** **Center for Teaching and Learning**

College and Area Information:

Eastern Arizona College's District Offices are located in Thatcher, Arizona, a beautiful rural area with easy access to arid as well as mountainous recreation. The College is located approximately 125 miles northeast of Tucson and 165 miles southeast of Phoenix. EAC is a comprehensive community college offering five associate degrees across nearly 50 programs of study. Eastern Arizona College is the oldest member of the Arizona Community College system and is fully accredited by The Higher Learning Commission.

Position Summary and Organizational Relationship:

The Instructional Designer provides faculty with course design support in creating effective and engaging learning environments informed by desired learning outcomes. The role involves consulting with faculty from diverse disciplines to identify course goals and applicable evidence-based instructional strategies. An area of focus will be the integration of innovative online and technology-enhanced course components to enhance learning across different delivery modes. As a member of the Center for Teaching and Learning (CTL), the Instructional Designer will also provide pedagogical training to faculty through workshops, webinars, video tutorials, etc. regarding topics related to online teaching, the Canvas LMS, course design, and integration of instructional technology as directed by the CTL director.

Required Qualifications:

- Bachelor's degree in Instructional Design, Educational Technology or related academic discipline.
- Minimum of one (1) year of instructional design experience in an institution of higher education.

Preferred Qualifications:

- Master's degree in Instructional Design, Educational Technology or related academic discipline.
- Quality Matters (QM) and/or Online Learning Consortium (OLC) certification in online course design and/or delivery.
- Experience providing instructional design support using the Canvas LMS.
- Experience with HTML, CSS, video editing or graphic design.
- Experience providing instructional design across modalities (i.e. face-to-face, hybrid and online courses).
- Experience collaborating with a variety of academic and administrative offices within a college/university.

Essential Functions:

- Provides instructional design support to faculty through consultation with individuals and collaborative course design teams.
- Assists faculty in the development of courses and course materials for delivery of face-to-face, hybrid, and online courses. Including:
 - Defining objectives for a course and/or curriculum.
 - Converting of face-to-face courses to hybrid and online formats.
 - Graphic design.
 - Online video production.
 - Adding pages, documents, discussions, quizzes, and additional content to the Canvas LMS.
- Collaborates, assists, develops, and participates in facilitation of professional development workshops and symposia, particularly with regard to course design, online teaching, and technology-enhanced instruction.
- Performs all other duties as assigned.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office environment.
- Subject to standing, walking, sitting for extended periods of time; bending, reaching above the shoulders and horizontally to retrieve files and supplies; kneeling and occasional lifting of objects up to 15 pounds.

Application Information:

Applicants should send a letter of application addressing each of the required and preferred qualifications and describing experience related to the position responsibilities, a vita/resume, transcripts (if copies are sent, official transcripts must be on file prior to the date of hire), a signed copy of the EAC application form, and a minimum of three written confidential letters of professional references, to:

Eastern Arizona College Human Resources
Instructional Designer, CTL Position
615 N. Stadium Avenue
Thatcher, AZ 85552-0769

The submission of all required application materials for the screening committee's review is the responsibility of the applicant.

Applicants must be prepared to interview at their own expense.

Closing Date:

Open until filled. Review of applicants will begin immediately and continue until the successful candidate is identified

Compensation and Position Availability:

The initial position compensation range is \$53,983 - \$58,482 per current salary schedule plus a cash flex benefit. The position also includes excellent employee benefits. The anticipated position start date is as soon as practicable once the successful candidate is identified.

Questions:

- Dianne Hartley-Barnes
- Voice: (928) 428-8915
- FAX: (928) 428-2578
- E-mail: dianne.hartley@eac.edu

EASTERN ARIZONA COLLEGE IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

Eastern Arizona College is in compliance with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and the Rehabilitation Act of 1973, and does not discriminate on the basis of race, creed, color, national origin, disability, age, or sex in any of its policies, practices, or procedures. This includes, but is not limited to, admissions, employment, financial aid, educational services, programs and activities.

Eastern Arizona College complies with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, 20 U.S. Code § 1092(f) and the Higher Education Opportunity Act of 2008, by distributing an Annual Security and Fire Safety Report. The report is intended to inform the campus community of campus safety information, Clery Act crime statistics, on-campus housing fire data and statistics, and policies and procedures relating to sexual violence, emergency response, and other safety factors. A copy of EAC's Annual Security and Fire Safety Report can be found at http://www.eac.edu/About_EAC/Consumer_Information/report.pdf. Additional copies are available at the Alumni Library (Thatcher Campus), the Learning Resource Center (Payson Campus), and the library (Gila Pueblo Campus). A paper copy of the report will be provided upon request at EAC's District Office, located at 615 N. Stadium Avenue, Thatcher, AZ.

A daily crime log listing all criminal and alleged criminal incidents reported to campus police/security is available

on-site, during normal business hours, at each of the campuses: EAC Police Department, located at 620 N. College Avenue, Thatcher, AZ (Thatcher Campus); Gila Pueblo Campus Administration Office, located at 8274 Six Shooter Canyon Road, Globe, AZ (Gila Pueblo Campus); and Payson Campus Administration Office, located at 201 N. Mud Springs Rd., Payson, AZ (Payson Campus).

A fire log containing all reported fires that occurred at any of EAC's on-campus student housing facilities is available during normal business hours at the Housing Office, located at 900 N. College Avenue, Thatcher, AZ.