

Lac Courte Oreilles Ojibwe University (LCOOU)
Position Description No. ID20524



Position Title: Instructional Designer
Reports To: Chief Academic Officer
FLSA Status: Exempt
Annual Contract: Full-time, 52 Weeks per Year
Rate of Pay: Dependent upon qualifications
Posting Date: February 06, 2024
Application Deadline: February 19, 2024, or until filled
Start Date: As soon as possible

General Position Summary:

The Instructional Designer (ID) will collaborate and assist faculty in designing and developing rigorous and relevant lessons and experiences through synchronous distance educational (online, hybrid, and emerging) modalities. Support the effective use of technology to facilitate excellence in teaching and learning, including the campus learning management system (LMS) and other technologies. The Instructional Designer will join the faculty team that works collaboratively to support the mission of Lac Courte Oreilles Ojibwe University. Position is grant funded and dependent upon continuation of grant funding.

Key Responsibilities:

- Identify methodologies to be used to deliver course content and organize the content and flow of information.
- Interact with individual instructors to understand concerns, explain technology in teaching strategies, and offer creative high-impact techniques and technology-enabled teaching solutions.
- Assist in evaluating online instructional materials; provide consultation with administration, faculty, staff, and students.
- Support the development of innovative distance learning curricula and services that enhance accessibility and student success.
- Provide andragogical and instructional design support to the campus community, including individual and program-level consultation, workshops, and professional development events.
- Consults and serves as the key connection point between the learning team during the learning solution analysis, design, and development.
- Assist with or lead programs or projects that align with campus initiatives related to teaching and learning, including supporting the analysis, design, development, and implementation of ongoing professional development.
- Develop and enforce standards; maintain quality review, publishing, uploading, and version control of electronic training material.
- Analyzes learning needs to determine effective learning solutions that address knowledge and/or performance gaps.
- Support the development of assessments of student learning to include but not limited to the diagnostic, confirmative, formative, summative, assessments for instruction, course, and program development.

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Minimum Qualifications:

- Master's degree in Curriculum planning & Instruction, distance education, instructional technology, instructional design, adult/continuing education, educational leadership, or related fields.
- Must have a minimum of two years' experience in instructional design, including developing online, mobile training, and instructor-led courses, and experience with eLearning and cloud-based technology and learning management systems.

Preferred Qualifications:

- Terminal degree in Curriculum planning & Instruction, distance education, instructional technology, instructional design, adult/continuing education, educational leadership, or related fields.
- Certificates or micro-credentials in the online environment

Knowledge, Skills, and Abilities Required:

- Excellent communication, interpersonal and organizational skills including the ability to manage multiple projects on various timelines.
- Knowledge of and skill using appropriate data analytical tools to develop and track benchmarks.

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. Physical demands are classified as light lifting no more than 20 pounds at a time with frequent lifting or carrying of objects weighing up to 10 pounds, with frequent walking, standing, or sitting most of the time with some pushing and pulling of arm or leg controls.

Reportability:

- Chief Academic Officer

Supervision:

- This position does not have any supervisory responsibilities.

Application Process:

Please submit either hard or electronic copy of a cover letter, an updated resume, unofficial transcripts, and a completed LCO Ojibwe University job application (available online at www.lco.edu/hr) to the address directly below. All materials should be submitted in a single packet. **Only applications containing all the items noted above, fully completed, will be considered.**

Hand-delivered application packages will be accepted at the University until 4:30 pm on the deadline date; mailed applications must be received by the deadline date and emailed application packages must be received by 11:59 pm on the deadline date.

Human Resources
Lac Courte Oreilles Ojibwe University
13466 W Trepania Road

Lac Courte Oreilles Ojibwe University (LCOOU)
Position Description No. ID20524

Hayward, WI 54843
Phone: 715-634-4790
Fax: 715-634-5049
Email – hr@lco.edu

All materials submitted will become property of the University and will be retained for one (1) year from the application deadline.

Lac Courte Oreilles Ojibwe University encourages applications from all peoples and sources; however, we follow an Indian preference policy when hiring.

“The Lac Courte Oreilles Ojibwe University mission is to provide Anishinaabe communities with post-secondary and continuing education while advancing the language, culture, and history of the Ojibwe.”