



VACANCY NOTIFICATION

INSTRUCTIONAL TECHNOLOGIST

Hudson County Community College is an award-winning, comprehensive urban college with two campuses located just minutes from Manhattan in Jersey City and Union City, NJ. The Journal Square campus sits at the center of Journal Square in the center of Jersey City, next to a major PATH station and transportation hub, while the Union City campus sits adjacent to a vital light rail station.

Fully accredited by the Middle States Commission on Higher Education, the College offers courses and classes in a wide variety of disciplines to the people and businesses of Hudson County, one of the most historic and ethnically diverse areas of the United States. The College was recognized with the 2012 Association of Community College Trustees (ACCT) Northeast Regional Equity Award, was a finalist for the American Association of Community Colleges' (AACC) Student Success Award, and was presented with the New Jersey Business & Industry Association's Good Neighbor Awards in 2009 for the Culinary Arts Conference Center and in 2012 for the North Hudson Campus Project, and in 2015 for the state-of-the-art, award-winning Glen Gabert Library Building.

The College is currently searching for a full-time Instructional Technologist to serve on our team. The Instructional Technologist will train faculty new to online learning (fully online classes, hybrid and blended formats, and web-enhanced classroom courses) and support faculty in the design, development, implementation, and evaluation of courses. The Instructional Designer will develop content for online training modules focused on online teaching and learning; and design and lead technology-training sessions for faculty and students on the College's learning management system (Canvas). The Instructional Designer will help faculty and students resolve technical problems that occur while courses are being developed and offered.

The ideal candidate will possess strong collaboration and team-building skills, diplomacy, persistence, flexibility, and the ability to remain focused in a deadline-driven environment.

Position responsibilities include:

- Develop collegial and productive collaborative relationships with faculty subject matter experts and instructional teams.
- Create standard course roadmaps and timelines to help faculty achieve distance course development goals and milestones.
- Support faculty in the design, selection, and testing of technologies, materials, activities, and assessments that are aligned with course learning outcomes, pedagogical approach, and course content.
- Train faculty on course development and delivery tools including video lecture capture, collaboration tools, and learning management system.
- Assist faculty in designing course look and feel and with video editing and media assets creation as necessary.
- Ensure courses meet accessibility standards as outlined in the College's Accessibility Rubric, including HTML tags, captions, visual design, and document formats.
- Assist faculty during course delivery phase with technology and pedagogy questions and issues to ensure that courses run smoothly throughout the deployment period.

- Gather data and analytics from technology platforms, student surveys, and artifacts produced in course, and other relevant data to support the assessment of student learning.
- Make recommendations based on assessment data for course revisions and assist faculty with revisions as needed.
- Design and deliver training sessions on LMS and other technology tools for general faculty and student population.
- Design and develop online learning strategies modules for online students and instructors.
- Assist faculty with preparing for course reviews of online delivery.

Required Qualifications

- Bachelor's degree required.
- Minimum of two (2) years of instructional design and course building experience in higher education.
- MS Office Professional
- HTML

To Apply: Send letter of application with references, resume, and salary requirements via email to:
colit@hccc.edu

For additional information and employment opportunities at HCCC, please visit:

www.njherc.org, www.higheredjobs.com and www.latinosinhighered.com

As a New Jersey First Act Employer, new employees must establish a primary residence in New Jersey within one year unless an exemption applies.

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