



Position Vacancy Notice

Instructional Designer

(Posting date: January 30, 2020)

(Two Positions Needed)

College Overview

Hudson County Community College (HCCC) is an award-winning, comprehensive urban college with three campuses located just minutes from Manhattan in Jersey City, Secaucus, and Union City, New Jersey. The Journal Square campus sits in the center of Jersey City, next to a major PATH station and transportation hub, while the North Hudson Campus in Union City sits adjacent to a vital light rail station; the Secaucus campus has abundant parking.

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. HCCC was recognized with the 2012 Association of Community College Trustees (ACCT) Northeast Regional Equity Award, was one of just five finalists for the American Association of Community Colleges' (AACC) Student Success Award, and was presented with a series of New Jersey Business & Industry Association's Good Neighbor Awards: 2009 for the Culinary Conference Center, 2012 for the North Hudson Campus, and 2015 for the award-winning Gabert Library. In 2017, the College acquired the CarePoint School of Nursing (formerly Christ Hospital School of Nursing) and has since transitioned it to the fully-accredited HCCC School of Nursing, with its students performing among the highest in New Jersey on their NCLEX exams. In 2019, the College joined Achieving the Dream as part of its expanding efforts towards continuous improvement in its student success work. The Culinary Arts Institute is continually recognized as one of the finest in the nation.

Department/Division Introduction

The Center for Online Learning provides leadership, support, and resources for the development and delivery of e-learning courses and programs. The online programs are referred to as Hudson Online. COL is responsible for the development and maintenance of high-quality online teaching and learning environments, and for promoting effective practices for online learning. Hudson Online is hosted on the Canvas Learning Management System.

The mission of COL is to enable students to successfully pursue their studies online to meet educational goals and engage in life-long learning, by providing a wide variety of high quality online and hybrid technology-rich courses. In addition, COL supports faculty in designing, developing and delivering interactive, accessible teaching and learning curriculum by providing professional development and hands-on assistance.

The Center for Online Learning (COL) is an innovative leader for all online and hybrid initiatives. In the last year COL has increased fully online programs dramatically from two to six, improved quality, set standards and addressed accessibility, increased support and introduced many innovative tools to the college.

Position Summary

The Center for Online Learning is currently searching for two full-time Instructional Designers to serve on our team.

The Instructional Designer is responsible for leading the Online/Hybrid course design, development, and evaluation of the quality of Online/Hybrid courses. This position often needs to be hands-on and detail-oriented for evaluating and improving quality in courses.

The Instructional Designer will provide online training, professional development, and LMS support as well as responding to student and faculty requests. The Instructional designer will create interactive resources, evaluate new technology implement within the LMS. The Instructional Designer will work with the COL team in assisting faculty with development of web-based course materials and establishing troubleshooting procedures, developing solutions and/or workarounds for various technological issues related to course development and delivery.

Essential Functions/Responsibilities:

- Research and develop high quality interactive and engaging student-centered content for online and hybrid courses

- Develop collegial and productive collaborative relationships with faculty subject matter experts and instructional teams.
- Lead faculty in the design, selection, and testing of technologies, materials, activities, and assessments that are aligned with ADDIE principles, course learning outcomes, pedagogical approach, and course content.
- Develop interactive and multimedia resources to provide training to all LMS users on multimedia and interactive content creation, course development and delivery tools including video lecture capture, collaboration tools, and learning management system.
- Create and assess different multimedia and online resources. Assist faculty in designing course look and feel, 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 andragogy principles and issues to ensure that courses run smoothly throughout the deployment period.
- Make recommendations based on ADDIE and Adult learning principles, best practices, and data for course revisions and assist faculty with revisions as needed.
- Design and deliver training sessions on course design, multimedia tools, andragogical principles in online learning
- Ensure content meets copyright laws and is ADA compliant.
- Lead in developing courses using Adult learning and ADDIE principles.
- Lead in evaluating courses on the basis of course design best practices and using tools for assessing quality
- Lead in updating and making changes to course content to improve quality.

Minimum Qualifications

- Bachelor's Degree in a technology-related major or comparable technology related field.
- Minimum of three (3) years of instructional design and course building experience in higher education.
- In-depth knowledge of and ability to create multimedia resources.
- Minimum two years' experience using Final Cut Pro, Dreamweaver, Storyline or Authorware.
- In-depth knowledge of online and adult learning principles.

Preferred qualifications

- Master's Degree in a technology-related major or comparable technology related field.
- Knowledge of the specific LMS and tools.
- Experience working in an educational setting.
- Experience in designing friendly user interfaces.

Applications

For full consideration please email resume, cover letter, salary expectations and a list of three professional references to the Center for Online Learning Secretary, Marta Cimillo at ApplytoCOL@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.

HCCC IS AN EEO/AA EMPLOYER

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