



UNIVERSITY OF GREAT FALLS: SCHOOL OF HEALTH PROFESSIONS
Senior Instructional Designer

The University of Great Falls is a four-year, private, Catholic liberal arts university with a main campus located in Great Falls, Montana offering both face to face and online programs. The University is committed to its mission of preparing students for living and making a living. Founded by the Sisters of Providence, the University is a ministry of Providence St. Joseph Health (PSJH) and continues to create academic programs to address current and future workforce needs for the healthcare system. Shared Providence values of respect, compassion, justice, excellence and stewardship shape the missions of both the University and PSJH. PSJH employs more than 100,000 caregivers in 50 hospitals in Alaska, Washington, Oregon, Montana, California, Texas and New Mexico. The University seeks a compassionate, dynamic, and professional Senior Instructional Designer for all of their online academic and non-academic programs within the School of Health Professions (SHP). Applicants must possess a personal philosophy compatible with a Catholic university environment.

- Job title:** Senior Instructional Designer
- Reports to:** Senior Director for Administrative Programs
Dotted line to the Dean for Nursing & Clinical Programs
- Supervises:** Instructional Designers (future hires)
- Wage category:** Full time, benefit-eligible, Salary
- Start Date:** July 5, 2017

Job summary

The Senior Instructional Designer is responsible to provide support to faculty and programs in development of digital course-delivery tools and resources for technology-assisted, web-enhanced, online academic programs. The Senior Instructional Designer provides analysis, design, development, and implementation of new digital learning management systems, including assignments, web-based and face-to-face training, and course materials. This position leads and develops course design standards for the SHP and University. This position requires knowledge of current and emerging instructional technologies, solid understanding of the pedagogical principles of instructional systems theory, and in-depth understanding of instructional design and best practices related to teaching and learning.

Key Relationships:

Reports to the Senior Director for Administrative Programs. Works closely with the Dean of Nursing and Health Programs, faculty, IT Department, and other administrative staff within the School of Health Professions. The Senior Instructional Designer works closely with key PSJH departments, including the Office of the Chief Nurse Officer and the Providence Nursing Institute; as well as other PSJH staff and leaders within clinical education.

KEY POSITION ACCOUNTABILITIES

- Conduct needs assessment and usability analyses, and develops metrics to evaluate design impact and success of learning management systems for the University and PSJH education needs.
- Lead and manage instructional design projects for digital platforms and tools that support student and faculty success in academic online programs.
- Strong partnership with UGF IS and PSJH IS to help determine how systems are utilized by end users, create short-term and long-term system priorities, and govern access issues.
- Design and conduct workshops in multiple modalities for faculty, related to effective technical and online teaching strategies that support and promote quality course designs.
- Serve as a resource and provide guidance to faculty in the development of outcome-based curriculum and course assessments.
- Research trends in the digital learning area and stay current with cutting edge technologies, teaching theories, course design strategies and contemporary learning models.
- Conduct outreach to faculty and stakeholders to increase engagement with Digital Learning Groups and other tools that support faculty professional development.
- Provide instructional technology training and consulting through in-person individual and group meetings, and asynchronous workshops.
- Manage and directly supervise other instructional designers (future state) as the School of Health Professions grows in student enrollment and faculty hiring.

Qualifications:**Education**

Master's degree in Instructional Design, Instructional Technology, Information Systems, Distance Learning, eLearning, Adult Learning and Development is required.

Experience

The position requires a minimum of 7-10 years of progressive leadership experience in building teaching-program online structures, pedagogical and adult learning theories, and models of instruction.

Knowledge, Skills, and Abilities

- Demonstrated knowledge of learning theory, instructional technology, and adult learning theory

- Demonstrated ability to develop effective instruction for different pedagogical orientations and programs
- Demonstrated experience with learning management systems (i.e. Moodle, Blackboard, etc.)
- Demonstrated experience applying the Quality Matters rubric and Standards to online and blended design preferred
- Demonstrated experience with Adobe Connect, Captivate, Techsmith products (Jing, Snagit), Adobe Presenter, and/or other synchronous and asynchronous online learning development tools
- Demonstrated experience with Open Educational Resources, both content-based and technology-based
- Proven experience with project management, process improvement, facilitation of groups, and directing the work of academic programs.
- Demonstrated organizational, interpersonal, and communications skills and the agility to manage shifting priorities are critical for success in this position.
- Excellent emotional intelligence and demonstrated success in leading and directing teams to successfully achieve goals and objectives.
- Proven proficiency in Microsoft Office applications (outlook, Word, PowerPoint & Excel) and a working knowledge of other software programs (Banner).
- Independent judgment, decision making capacity, and the ability to make sound and supported recommendations to the Division Director for Administrative Programs and other colleagues.
- Is reflective and instills trust through openness and honesty with others.
- Has self-knowledge of personal talents and non-talents and acknowledges and utilizes others for balance. Works with the team to ensure the same.
- Ability to work independently, with minimal supervision and excellent time management skills is required.

Typical physical activity

- Ability to lift 25 pounds on occasion
- Standing 10%, walking 10%, sitting 70%, driving 10%

Typical environmental conditions

Office environment; occasional outdoor activity during program orientations and annual events. Travel may involve driving in inclement weather on occasion and long work hours.

Travel requirements

20% travel and must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so

classified. This job description is not an employment agreement and/or an expressed or implied employment contract. Management has the exclusive right to alter this job description at any time without notice.

SEND TO: Dr. Victoria Hays, Chair for Nursing & Health Programs – Victoria.hays@ugf.edu
The RN-BSN Completion Program is nationally accredited by the Commission on Collegiate Nursing Education.

The University and Providence St. Joseph Health seeks to attract an active, culturally and academically diverse faculty of the highest caliber.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER
COVERED BY THE MONTANA VETERANS' AND HANDICAPPED PERSONS'
EMPLOYMENT PREFERENCE ACT