



COMMUNITY COLLEGE  
OF RHODE ISLAND

Office of Human Resources

**POSITION DESCRIPTION**

<b>TITLE:</b>	Instructional Designer, Faculty Innovation in Teaching and Learning
<b>LOCATION:</b>	Academic Affairs, Knight Campus, Warwick May be required to travel to other campuses as needed
<b>REPORTS TO:</b>	Director of Instructional Technology and Online Learning
<b>GRADE:</b>	PSA 14
<b>SCHEDULE:</b>	Non-Standard; 35 hours per week; Schedule may vary
<b>SUPERVISION:</b>	May supervise clerical and support staff, student workers

**CCRI MISSION:**

The Community College of Rhode Island is the state's only public comprehensive associate degree-granting institution. We provide affordable open access to higher education at locations throughout the state. Our primary mission is to offer recent high school graduates and returning adults the opportunity to acquire the knowledge and skills necessary for intellectual, professional and personal growth through an array of academic, career and lifelong learning programs. We meet the wide-ranging educational needs of our diverse student population, building on our rich tradition of excellence in teaching and our dedication to all students with the ability and motivation to succeed. We set high academic standards necessary for transfer and career success, champion diversity, respond to community needs, and contribute to our state's economic development and the region's workforce.

**JOB SUMMARY:**

Reporting to the Director of Instructional Technology and Online Learning, this position works with faculty, staff, and administration to design and conduct faculty development programs, including workshops, resources, and individual consultations, for the use of effective teaching methodologies and technology in online, hybrid, and on ground classes in support of CCRI's Strategic Plan. This person fosters collaborative partnerships with academic units, faculty leaders, and individual faculty in the design and planning of courses, learning environments, and active learning experiences, by employing best instructional design principles.

**ESSENTIAL DUTIES & RESPONSIBILITIES**

- Identifies innovative and effective teaching practices for promoting to CCRI faculty.
- Develops and delivers faculty professional development (e.g., courses, workshops, seminars, resources, and consultations) in those teaching practices.
- Assess and address the needs of faculty to help improve the effectiveness of instruction, including reviewing online and hybrid courses for alignment with course design guidelines.
- Collaborate closely with faculty in a course planning process (i.e., determining strategies for assessment, approaches to student engagement, and techniques for sharing

**Knight Campus**

content) in regards to modality (e.g., online, hybrid, web-enhanced) for new and existing courses.

- Contribute to a campus culture that values and recognizes the importance of teaching excellence and student learning.
- Provide guidance on meeting accessibility standards and ADA requirements of instructional materials.
- Contribute to and maintain procedures and guiding documents in print and online.
- Demonstrate a commitment to the philosophy and mission of a comprehensive community college.
- Work collaboratively with others in a diverse and inclusive environment.
- Additional responsibilities as directed by the supervisor consistent with rank and position.

#### **MINIMUM QUALIFICATIONS:**

- Master's degree in Instructional Design, Education or related field required
- Minimum of two years of relevant instructional design, faculty development, or similar work experience.
- Demonstrated thorough knowledge and understanding of the principles of instructional design and adult learning. Expertise in accessibility desired.
- Demonstrated familiarity with Blackboard Learn and other commonly used instructional technologies required (e.g., test creation and proctoring, content creation, collaborative software).
- Demonstrated strong leadership and interpersonal skills, with the ability to communicate effectively verbally and in writing with diverse audiences;
- Demonstrated ability to work independently with strong time management skills
- Demonstrated excellent organizational and problem solving skills;
- Demonstrated ability to interpret and adhere to institutional policies, plans, objectives, rules and regulations, and standards, and to communicate the interpretation to others.
- Ability to travel locally and nationally.

#### **PREFERRED QUALIFICATIONS:**

- Experience with teaching online.
- Experience working in a higher education setting, particularly a community college.
- Demonstrated experience working with a diverse group of adult learners.

#### **LICENSES, TOOLS, AND EQUIPMENT:**

- Competent in using applications in Microsoft Office Suite.
- Various office equipment which may include computers, typewriters, telephones, copy machines, calculators, fax machines, etc.
- Must have access to and use of own transportation.

#### **ENVIRONMENTAL CONDITIONS:**

- This position is not substantially exposed to adverse environmental conditions.

## **CCRI IS AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER.**

CCRI recognizes that diversity and inclusivity are essential to creating a dynamic, positive and high-performing educational and work environment and to helping prepare our students for lifelong success. We welcome applicants who can contribute to the College's commitment to excellence created by diversity and inclusivity.

CCRI prohibits discrimination, including harassment and retaliation, on the basis of race, color, national or ethnic origin, gender, gender identity or expression, religion, disability, age, sexual orientation, genetic information, marital status, citizenship status or status as a protected veteran. Inquiries or complaints concerning discrimination shall be referred to the College's Director of Institutional Equity & Title IX Coordinator, Elizabeth Canning, [ecanning@ccri.edu](mailto:ecanning@ccri.edu) .

The Jeanne Clery Act requires institutions of higher education to disclose campus policy statements and crime statistics. Our annual report is available here:

<http://ccri.edu/campuspolice/pdfs/ANNUAL-SECURITY-REPORT-FINAL.pdf>.

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