Boise State University, powered by creativity and innovation, stands uniquely positioned in the Northwest as a metropolitan research university of distinction. The eCampus Center in the Division of Extended Studies is enthusiastically seeking candidates for the following new positions: **eCampus Instructional Design Specialist and/or Consultant**.

Reporting to the Instructional Design Team Manager, these positions provide varying levels of leadership and management in the design, development, revision, and support of online courses and programs. The Instructional Design Specialist is assigned to assist with or co-lead instructional design projects. The Instructional Design Consultant is assigned as lead for instructional design projects. Additionally, this level coordinates with stakeholders to ensure project goals are met on time and within specifications. New online courses are developed in two models. The first is the craft model with the IDC serving as a consultant to faculty developers. In the course production model, the IDC serves as project lead for multi-expert teams completing online course design and development projects.

**In both levels of this position you will have the opportunity to:**

- Provide individual faculty consultations and provide assistance to:
  - Create clear and measurable learning objectives.
  - Align course activities, learning materials, and assessments with learning objectives.
  - Design and redesign courses for online delivery modes that include the incorporation of learning management system tools for instruction and communication.
  - Design and structure course content, learning activities and assessments based on adult learning theories, Quality Matters standards, instructional design principles, and online pedagogical strategies that include accessibility and universal design applications.
  - Design, create and deploy multimedia and interactive learning objects such as screencasts, vodcasts, podcasts, web resources and third-party instructional materials.

- Manage or assist in the design and development of online courses consistent with established departmental processes and use effective time/task management strategies to complete projects.
- Lead or work within a multi-expert team to design and develop online courses. Coordinate with stakeholders, including faculty subject matter experts, online program coordinators, production team members, and the eCampus Project Manager to ensure project goals are met on time and within specifications.
- Assist administrators/faculty to identify current instructional issues and implement strategies to improve online course effectiveness.
- Assist with creation and maintenance of tutorials, tools and templates based on quality standards and instructional design principles to accelerate the efficient and effective design and development of online courses and to meet the specific needs of the disciplines and programs.
- Remain conversant in current trends and literature in the fields of instructional design and online education, as well as participate in related conferences, professional organizations and/or professional development opportunities.
- Work on other online course design and development projects as required.

**At both levels you must have the demonstrated ability to:**

- Successfully develop and maintain positive, collaborative, respect-based relationships with co-workers, customers, and stakeholders.
- Proactively and effectively communicate and collaborate with colleagues, supervisors and stakeholders.
- Provide effective customer-service and actively listen and appropriately respond to colleague, stakeholder and supervisor needs.
eCampus Instructional Design Specialist, Consultant, or Senior IDC

- Complete and balance multiple work projects, respond with adaptability to rapidly changing priorities, and work well under pressure.
- Perform work in a manner that is reliable, dedicated, productive and exhibits strong self-initiative.
- Work effectively both independently and cooperatively as a member of a team.
- Willingly take direction, remain open and amenable to instruction, and quickly acquire/learn/share new knowledge/skills when needed.
- Exhibit professionalism and integrity through excellent verbal and written communication skills, as well as demeanor.
- Exemplify a strong desire to thrive, engage, and work effectively in a dynamic, highly collaborative, results-driven, and interactive environment.

Both levels require these technology skills at varying levels:

- Demonstrated experience, skills, and fluency with appropriate instructional tools including:
  - Office software: Microsoft Word, Excel, and PowerPoint.
  - LMS such as: Blackboard Learn and thorough understanding of the CMS delivery environment.
  - Web conferencing such as: Blackboard Collaborate.
  - Learner interactivity such as: Camtasia, Raptivity, Articulate.
  - Social networking tools.
  - Problem-based learning.
  - Case studies.
  - Learner analytics.
  - HTML.
- Familiar with usability/accessibility requirements such as ADA Section 508, universal design strategies in online learning environments, and W3C Web Accessibility Initiative and Guidelines, student identity authentication, and technology issues specific to fully online education. Ability to design and implement programs to ensure institutional compliance with federal, state, and university policies and best practices.

Instructional Design Specialist Level

This position assists faculty via email, phone and walk-ins in the augmentation and enhancement of existing online courses by providing instructional design consultations to identify appropriate technologies to meet course objectives and assistance with course development. In addition, this position participates in the creation and delivery of online faculty professional development strategies and workshops on best practices for teaching and learning with technology.

In addition to all the skills and abilities listed above, at a minimum you should have:

- Bachelor’s degree from an accredited college or university or equivalent professional experience.
- Minimum 1-2 years of demonstrated experience in instructional design or related field such as the following:
  - Experience with eLearning/online pedagogy and application of instructional design theory, adult learning theory principles and practices for the development of online course and programs in higher education.
  - Experience and demonstrated competence with online learning tools and online assessment strategies that enables choosing tools appropriate to learning objectives.

And, you must have the demonstrated ability to:

- Assist and/or co-lead projects demonstrating strong conceptual and analytical skills, planning abilities, and sound judgment.
- Analyze situations and resources to identify and recommend improved methods of customer centric service.
- Identify problems and develop solutions that are creative as well as practical and report appropriately.
- Work within a team, deal with ambiguity, manage fast-paced change, and to contribute what is needed to achieve project goals.
- Self-starter with a commitment to ongoing professional development in a variety of areas.
Preferentially, you will have:

- Graduate degree or working towards a graduate degree in educational technology, instructional design, education/curriculum development or related discipline from an accredited college or university.
- Three (3) years of demonstrated experience in instructional design or related field.
- Experience working directly with higher education faculty in the design and delivery of online courses and experience leading a multifaceted instructional design team.
- Experience as a teacher, trainer, and/or professional development instructor for adult learners.
- Training and experience using the Quality Matters rubric.
- Experience in developing and providing team-based collaborative instructor training programs for both small and large groups.

**Instructional Design Consultant level:**

This position provides design, development, revision, management, and support of online courses and programs across the curriculum working directly with faculty to provide pedagogical and instructional design consultation to support effective and innovative delivery of academic credit courses to online students. In addition, this position works collaboratively with members of the Production Team to develop online courses, and complete Quality Matters (QM) reviews as assigned.

In addition to the skills and abilities listed above (including all the qualifications listed under the Instructional Design Specialist position), at a minimum you should have:

- A bachelor’s degree from an accredited college or university. Or, any equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved.
- Five (5) years of demonstrated experience in instructional design or related field such as the following:
  - Experience with eLearning/online pedagogy and application of instructional design theory, adult learning theory principles and practices for the development of online course and programs in higher education.
  - Experience and demonstrated competence with online learning tools and online assessment strategies that enables choosing tools appropriate to learning objectives.

And, you must have the demonstrated ability to:

- Lead online course design and development projects and coordinate with stakeholders, including faculty subject matter experts and online program coordinators, to ensure project goals are met on time and within specifications.
- Plan, manage, produce, direct, implement, and evaluate online courses and program production, timelines, and resource allocation. Apply creative, practical problem-identification, reporting, and solving skills.
- Manage projects demonstrating strong conceptual and analytical skills, planning abilities, and sound judgment. Apply project management skills to prioritize and handle multiple, complex, demanding projects simultaneously.
- Exhibit a high degree of communication and collaboration with supervisor and team members. Understand the team and unit approach and align individual goals and actions to assist and support the manager and team members in achieving unit outcomes.

Preferentially, you will have:

- A graduate degree in educational technology, instructional design, education/curriculum development or related discipline from an accredited college or university, and at least three (3) years of demonstrated experience in instructional design or related field.
- Experience teaching online higher education academic courses and knowledge of trends and future directions of educational technology related to online higher education.

**Salary and benefits:** The actual position level and accompanying salary offered will be within these ranges based on your education, experience, and skills as well as the eCampus Center position needs.

- ID specialist: $43,100 - $49,500
- ID consultant: $52,300 - $60,100

Boise State University offers an excellent benefits package for eligible employees, for more information visit: [http://hrs.boisestate.edu/careers/benefits/](http://hrs.boisestate.edu/careers/benefits/)
If this sounds like the job for you: Please email your application packet in PDF format to <Elisa McLaughlin> at work4ecampus@boisestate.edu with the search #AA-0056,7,8-14 in the subject line of email.

To be considered for the position, your application pack must include:
1. A letter of application addressing how your background and philosophy align with the qualifications and responsibilities of this position.
   a. In your letter, share work related experiences that specifically address the minimum requirements listed above.
      i. Describe your instructional design experience (explain your roles/responsibilities and specify the number of years of experience).
      ii. Describe your contributions with developing or helping to develop college-level online courses (when and what was the course(s), and describe your contributions to the design/development of the course(s)). If no experience developing college-level online courses, please describe your contributions to the design/development of an online course for adult learners.
      iii. Describe your experience and skills related to developing rich-media content for online delivery.
      iv. Describe your familiarity with accessibility requirements (ADA/Section 508, WCAG standards, etc.).
      v. Describe your organizing strategies & how you keep track of projects, paperwork, appointments, phone calls, and emails.
2. A portfolio providing 3-6 samples of your work as an instructional designer, either as attached documents or links to online examples. Also include contextual information regarding each sample so we will better understand your contributions to the design and development process. Screenshots of your most recent work is preferred.
3. A resume that details your education and professional experience (including dates of employment and description of responsibilities associated with each professional role).
4. Names and contact information of three professional references (include a note saying in what capacity you worked with the reference such as co-worker, supervisor, employee, etc.).
5. Transcripts of educational credentials (copies permitted with application – official transcripts required if hired).

Search Process and Deadline: Review of applicants will begin November 24, 2014 and will continue until position is filled. Applications received after that point may be considered if the position is not filled from the finalist pool. Written materials submitted with spelling or grammatical issues will receive less consideration.

Why join the eCampus Center? Boise State’s eCampus (online education) has experienced tremendous growth over the past decade, reaching a record enrollment of over 10,600 students. Our eCampus Strategic Plan paves the way for developing new programs, enhancing faculty and student support, and helping Boise State carve a unique niche in higher education’s online learning community. The Center is enthusiastically supporting online education and is growing in response to the needs. About the Department: http://ecampus.boisestate.edu.

Why join Boise State University? Award-winning faculty, students, alumni and staff have put Boise State on the map with breakthrough research and records of achievement. Employees of Boise State enjoy working at Idaho’s metropolitan research university, located in the state’s capital city and population center -- a hub of government, business, fine arts, regional health care, industry and technology, as well as access to sports and outdoor recreation. About the University: (http://go.boisestate.edu/about/).

Why move to Boise? The Boise area is a great place to live, work and visit! Whether it’s the vibrant cultural and recreational opportunities, the friendly people or the mild climate, Boise and the surrounding communities afford a quality of life second to none. Good jobs, affordable housing and a safe, clean and vibrant downtown all add up to a great place to live. Hiking, biking and fishing are popular activities right in the metro area, accessed by miles of greenbelt along the Boise River. The foothills provide trails for hikers and bikers of all abilities. Nestled in the Treasure Valley against the majestic foothills, Boise is part of a thriving metropolitan
area of over 550,000 people. Boise State community agrees with the national press that named Boise one of the healthiest cities in the nation, a “top-10” place to live and raise a family (http://go.boisestate.edu/boise-beyond/). Quality of life, low cost of doing business, an educated and motivated workforce, and the presence of numerous post-secondary educational institutions provide valley companies with a healthy environment in which to do business. The economy is a healthy mix of business, education, health care, retail, manufacturing, government and military. About the City of Boise: http://www.boisechamber.org/.

**Background Investigations** – Any offer of employment at Boise State University will be contingent upon the successful completion of a criminal background investigation and may require a credit and/or motor vehicle background investigation depending on the position. To view the University’s full Background Investigations policy, please go to http://policy.boisestate.edu/human-resources/background-investigations/

**Drug-Free Workplace** – It is the policy of Boise State University to maintain a drug-free workplace and campus. For more information about this policy, please go to http://policy.boisestate.edu/human-resources/drug-and-alcohol-free-workplace-policy/.

**Jeanne Clery Statement - Notice of Availability of Annual Security and Fire Safety Report**

The Boise State University 2014 Annual Security and Fire Safety Report is provided to students, faculty, staff, and the public as part of the University’s commitment to safety and security on campus, and in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. Copies of the report may also be requested through the Campus Security and Police Services located at 2245 University Drive, Boise, Idaho 83706, by calling (208) 426-6911, or sending an email to policeuniversitysecurity@boisestate.edu.


The report includes statistics for the previous three years concerning reported crimes that occurred on-campus; in certain off-campus buildings or property owned or controlled by Boise State; and on public property within, or immediately adjacent to and accessible from the campus. It also includes the annual fire safety report and institutional policies concerning campus security, such as policies for sexual assault, drug and alcohol use, and other matters.

---

*Boise State University is strongly committed to achieving excellence through cultural diversity. The University actively encourages applications and nominations of women, persons of color, and members of other underrepresented groups. EEO/AA Institution, Veterans preference. Please go to [http://hrs.boisestate.edu/resources/eeoa/](http://hrs.boisestate.edu/resources/eeoa/) for more information.*