



# ALABAMA COMMUNITY COLLEGE SYSTEM

Now Accepting Applications for  
**ONLINE INSTRUCTIONAL DESIGNER**



**For consideration, application materials must be received by  
December 15, 2020 at 3:00 p.m. CST.**

## POSITION SUMMARY

The primary function of the Online Instructional Designer is to provide online course development and technology training/assistance to the colleges of the Alabama Community College System (ACCS). Specifically, the position is to support the ACCS college instructional designers in course design regardless of course format by incorporating best practices in instruction and instructional design and focusing on quality assurance. This position will be based in Decatur, Alabama.

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## PRIMARY DUTIES & RESPONSIBILITIES

- ❖ Perform Instructional Design and Quality Enhancement services to aid the ACCS college Instructional Designers on campus.
- ❖ Conduct course reviews using a quality standard rubric when requested by the Director of Virtual Programs.
- ❖ Assist the ACCS colleges in course redesign projects.
- ❖ Develop and modify the implementation and continued use of Quality Matters.
- ❖ Develop and maintain a structured peer-review system for the ACCS colleges to use to help improve their faculty pedagogical online course development and delivery techniques.
- ❖ Develop and maintain a system of continuous professional development for the ACCS colleges related to online course design, development, and delivery.
- ❖ Develop training and training materials for various units on campus:
- ❖ Work with the ACCS colleges to identify online course development/delivery professional development training needs.
- ❖ Create a method to determine which professional development training could/should be developed in house by ACCS Online and those that should be handled by potential third-party vendors.
- ❖ Develop and deploy professional development training materials within the system-wide LMS.
- ❖ Design a review structure to ensure knowledge acquisition and retention by those who complete professional development training.
- ❖ Develop a system to periodically review and update professional development training materials from previously developed professional development training.

- ❖ Create and nurture a cooperative and collaborative atmosphere that emphasizes customer service and support.
- ❖ Establish consistent expectations with all vendors following established service protocols and timelines for efficient and effective service delivery.
- ❖ Practice quality customer service in all interactions with the ACCS colleges.
- ❖ Works toward continuous improvement of the department through efficiency and end-user empowerment in support of the ACCS Online mission.
- ❖ Demonstrates flexibility and adaptability to changing work scope and tasks based on needs.
- ❖ Proactively engages in problem-solving related to tasks in this position with internal and external stakeholders.
- ❖ Identifies opportunities for improvements to working practices and offers viable solutions for implementation.
- ❖ Routinely practices self-monitoring by assessing self to make improvements or take corrective action.
- ❖ Actively works towards building cooperative and collaborative relationships with peers and internal stakeholders.

## **SECONDARY DUTIES & RESPONSIBILITIES**

- ❖ Work with the ACCS personnel to accomplish the ACCS objectives, goals, and outcomes.
- ❖ Assist in the maintenance of the ACCS college's instructional system.
- ❖ Assist in the resolution of issues arising in the ACCS Online Help Desk.
- ❖ Assist in the development of proactive materials and policies related to the ACCS Online Help Desk.
- ❖ Assist in the development of multimedia projects
- ❖ Other duties and responsibilities as assigned.

## **QUALIFICATIONS**

### **REQUIRED**

- ❖ BA/BS degree from a regionally accredited institution and eight (8) years of directly-related experience **OR** ten (10) years of directly-related experience.

- ❖ Minimum two (2) years of experience in higher education as either a faculty member or an individual responsible for supporting faculty.
- ❖ Demonstrated experience creating content in a higher education LMS.
- ❖ Demonstrated experience with photo/video editing software.
- ❖ Strong computer and technology-related skills.
- ❖ Demonstrated success in the development and design of higher education courses and course templates.
- ❖ Successful creation and delivery of training sessions/materials.
- ❖ Strong interpersonal communication skills (written and verbal).
- ❖ Demonstrated ability to effectively communicate complex topics to a variety of audiences.
- ❖ Strong organization and multi-tasking skills.

### **PREFERRED**

- ❖ MA/MS degree from a regionally accredited institution and four (4) years of directly-related experience.
- ❖ Minimum four (4) years of experience in higher education as either a faculty member or an individual responsible for supporting faculty.
- ❖ Quality Matters Coordinator (QMC) knowledge.
- ❖ Demonstrated experience in online education as either a student or a faculty member.
- ❖ Demonstrated continuing education and knowledge improvement.
- ❖ Strong presentation and public speaking skills.
- ❖ Ability to design and develop training materials and topics.



**Application Procedure:**

Applicants must submit a current résumé, a completed System application form (available online at [www.accs.edu](http://www.accs.edu)), a letter of interest describing qualifications, a separate list of three professional references with contact information, and a copy of unofficial transcripts indicating degree and date conferred. Applications will be accepted by mail, hand delivery or email only ([charlene.finkelstein@accs.edu](mailto:charlene.finkelstein@accs.edu)). **INCOMPLETE APPLICATION PACKETS WILL BE DISQUALIFIED. PLEASE DO NOT STAPLE DOCUMENTS.**

Complete application packets must be received no later than 3:00 p.m. CST on December 15, 2020. For additional information contact Nikita Payne at 334-293-4603 or [nikita.payne@accs.edu](mailto:nikita.payne@accs.edu) or Charlene Finkelstein at 334-293-4628 or [charlene.finkelstein@accs.edu](mailto:charlene.finkelstein@accs.edu).

**Please mail applications to:**

Ms. Charlene Finkelstein  
Alabama Community College System  
Human Resources Dept.  
P. O. Box 302130  
Montgomery, AL 36130-2130

Application materials may be delivered  
in person at 135 S. Union Street.

Salary range is \$79,985 - \$114,540 dependent upon qualifications and experience. This position will be based in Decatur, Alabama.

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The Alabama Community College System is an equal opportunity employer. It is the policy of the Alabama Community College System, including all postsecondary community and technical colleges under the control of the Alabama Community College System Board of Trustees, that no employee or applicant for employment or promotion, on the basis of any impermissible criterion or characteristic including, without limitation, race, color, national origin, religion, marital status, disability, sex, age, or any other protected class as defined by federal and state law, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment.

Any offer of employment is contingent upon a satisfactory criminal background investigation. This employer participates in E-Verify.