

**Job Title:****Instructional Coordinator / University****Job Description:**

Provides instructional support to CHSU faculty, including, but not limited to course design, optimization of the learning management system and other academic technologies, and assistance with instruction and student assessment.

**Reports to:****Assistant/Associate Dean for Education****Classification:****Non-Exempt, Full-Time****Essential Duties:**

- Assists faculty with course design and the development of instructional methods and materials.
- Develops and edits curricular materials including learning outcomes, assessment tools, syllabi, and content materials.
- Develops learning materials within a learning management system that are designed to optimize student learning and assessment.
- Maps learning resources to course/program/global learning outcomes and competencies in collaboration with faculty and/or preceptors.
- Reviews learning resources and assessments to ensure proper alignment to the intended learning outcomes.
- Provides instructional design consultation to faculty; assists in the development of content-appropriate, engaging, and outcome-driven courses.
- Ensures that educational technologies for learning and assessment are effectively applied and trains faculty in the use of technology.
- Collaborates with faculty to create lessons that effectively integrate standard practices of team-based learning.
- Assists faculty by participating in course instruction and student assessment as needed.
- Conceptualizes instructionally sound, interactive, engaging web-based course components.
- Completes additional duties as assigned to support the mission and vision of the University.

**Qualifications/  
Education:**

- Bachelor of Science or Master of Science degree in instructional design or educational technology.
- Three or more years of related work experience and/or relevant training;
- Teaching experience is preferred;
- Thorough understanding of learning dynamics, curriculum development, instructional design, and the assessment of learning;
- Ability to use a wide variety of web-based communication and education tools;
- Strong reading, writing, and editing skills and detail orientation;
- Pleasant presence in the office or classroom, and on the phone;
- Ability to multi-task and meet deadlines;
- Keep track of multiple projects and ensure timely follow-up; self-motivated, and able to work independently with minimal supervision;
- Ability to maintain confidentiality, exercise good judgment and act professionally, sensitively, and with a high level of discretion; excellent communication and customer service skills, including the ability to maintain good relations with the university community;
- Proficiency in Microsoft Office suite: Word, Excel, Outlook, and standard learning management systems;
- Demonstrated ability to learn new technological skills.

**Salary:**

**Position offers competitive wage based on experience plus benefits.  
An EEO Employer.**

**Application Instructions**

Please submit the following documents to [careers@chsu.edu](mailto:careers@chsu.edu); and type "Attn: William Ofstad - INSTRUCTIONAL COORDINATOR" in the subject line. The full application package shall include: 1) Resume, 2) Cover Letter, 3) Teaching Philosophy Statement and 4) Three Letters of recommendation.