

101 Vera King Farris Drive | Galloway NJ 08205-9441
stockton.edu

Title:

Instructional Designer (Unclassified)

Requisition Code:

S2200601

Location:

Galloway - Main Campus

Job Category:

AFT Professionals

Department:

Center for Teaching and Learning Design (210128)

Salary:

Salary commensurate with experience and is accompanied by an extremely competitive University benefits package.

Posted Date:

12/13/2022

Close

N/A

Date:

Overview:

Stockton University is ranked among the top public universities in the Northeast with more than 160 undergraduate and graduate programs, as well as continuing education opportunities. The University, one hour from Philadelphia and two hours from New York City, offers unique living and learning environments throughout southern New Jersey, including the 1,600-acre Galloway campus in the Pinelands National Reserve and Stockton University Atlantic City, located in the University District, just steps from the beach and the iconic Atlantic City Boardwalk. Additional locations include Hammonton, Manahawkin and Woodbine. As a public university, Stockton provides an environment for excellence to a diverse student body, including those from underrepresented populations, through an interdisciplinary approach to liberal arts, sciences, and professional education. Founded in 1969, Stockton held its first classes in 1971. The University's commitment to cultural diversity and its welcoming and vibrant community makes Stockton a great place to learn and work! Learn more about the many reasons to choose Stockton at www.Stockton.edu.

Faculty and Staff are committed to support Stockton University's commitment to diversity and strong student-centered vision and mission.

Successful candidates will be required to show proof of their COVID-19 vaccine status prior to their start date. Religious or Medical waivers may be requested at the time of employment offer.

This is an in-person on campus, non-remote position. For the 2022-2023 academic year, the University has implemented a pilot program allowing employees to work either a compressed 4-day work week

with extended workdays or may work from home one day a week. Participation is subject to Divisional Executive approval depending on operational need.

As a member of the Center for Teaching & Learning Design, the Instructional Designer (ID) supervises assigned staff, manages course development/design processes, evaluates course design, and applies best practices related to teaching and learning in a university setting for all modes of instruction (online, hybrid, and classroom teaching).

Responsibilities:

Under the direction of the Executive Director and in collaboration with Center for Teaching & Learning Design (CTLTD) colleagues, the Instructional Designer (ID):

- Supervises assigned staff, manages course development/design processes, evaluates course design, and applies best practices related to teaching and learning in a university setting for all modes of instruction (online, hybrid, and classroom teaching)
- Manages the workflow and evaluation of online course/program development, provides individual and group faculty consultations and training sessions, and reviews and documents course development and other services provided by the CTLTD
- Performs instructional design work, facilitates online faculty learning courses/modules, develops and delivers workshops (virtual and face-to-face), maintains online (website) faculty resources, and provides school/program outreach on topics related to college teaching
- Provides work progress reports, maintains instructional design records, and communicates with stakeholders to promote collaboration and accountability
- Hires and supervises student workers and TES staff
- Participates in strategic planning and the development, implementation, and assessment of CTLD goals
- Assists with the development of CTLD policies and procedures in alignment with university goals and provides direction to faculty needs assessment and outreach efforts

Required Qualifications:

- Master's degree from an accredited college or university
- Three years professional experience in higher education or relevant field directly related to the functions of this position
- Experience as an instructor/staff creating course materials in Blackboard (or other LMS) based on application of best practices in online instructional design and delivery
- Supervisory (or leadership equivalent) experience and skills
- Experience with Quality Matters Higher Education Rubric or other online course assessment tool
- Experience with program evaluation/project assessment, including data collection and analysis of program/project outcomes
- Experience developing web-based training resources
- Excellent written and verbal communication with effective interpersonal skills
- Strong commitment to diversity, equity, & inclusion with evidence of professional development/training relevant to DEI issues
- Experience using MS Office 365 applications

Preferred Qualifications:

- Master's degree in instructional design/technology, education, program evaluation, or subject matter appropriate to the functions of this position
- Demonstrated skill in planning and implementing professional development activities for adult learners

- Quality Matters Higher Education Rubric professional development training (or commitment to engage in training)
- Demonstrated excellence and experience in strategic planning, project management, problem-solving, and customer service

Required Documents:

Letter of Interest, Resume, Unofficial Transcripts

How To Apply:

Screening of applications begins immediately and will continue until the position is filled.

Only electronic documents will be accepted. Please complete the on-line application in addition to providing the following required documents. All required documents must be submitted in order for your application to move forward. You may upload documents using Microsoft Word or PDF

1. A letter of interest describing specific skills and experiences
2. A current resume
3. Unofficial transcripts
4. A list of three professional references (included in the application): Name, Organization, Email address and Telephone

SAME APPLICANTS: If you are applying under the NJ “SAME” program, your supporting documents (Schedule A or B), must be submitted along with your resume by the closing date indicated above. For more information on the SAME Program visit their Website at: <https://nj.gov/csc/same/overview/index.shtml> , email: SAME@csc.nj.gov , or call CSC at (833) 691-0404.

Click [here](#) to apply.

Please note:

- Stockton University is an equal opportunity institution and encourages a diverse pool of applicants. Pursuant to Title IX of the Education Amendment of 1972, Stockton University prohibits discrimination on the basis of sex (including, but not limited to, the prohibition of sexual misconduct and relationship violence, sexual assault and harassment) in all of its educational programs and activities. Please visit http://www.stockton.edu/affirmative_action for information on Stockton’s Equal Opportunity and Institutional Compliance processes. The University provides reasonable accommodations as appropriate. An applicant may request a reasonable accommodation for any part of the application and hiring process by contacting Bart Musitano, Manager for University Pensions and Benefits within the Office of Human Resources (Main Campus, J-115) at 609-652-4384, Monday – Friday between 8:00am – 5:00pm.
- All offers of employment are contingent upon a favorable background check, which may include social intelligence from a consumer reporting agency.
- In accordance with the New Jersey First Act P.L. 2011 c.70, effective September 1, 2011, new public employees (faculty exempt) are required to obtain New Jersey residency within one (1) year of employment. Applicants must meet the requirements listed.
- Pursuant to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crimes Statistics Act (Clery Act), prospective employees may access Stockton’s Annual Security and Fire Safety Report (ASFSR) at <https://www.stockton.edu/police/crime-statistics.html>. The ASFSR contains the previous three years of reported Clery Act crime statistics, fire safety information and information regarding campus and personal safety. Paper copies of the report are available at the Stockton University Police Department, Building 71, 101 Vera King

Farris Drive, Galloway Township, NJ, or, call 609-652-4390 to request that a copy be sent via postal mail.