



UNIVERSITY
OF
LOUISIANA
L a f a y e t t e

Position: Instructional Support Manager **EEO No. AA 1-15**

Responsibilities:

The University of Louisiana at Lafayette invites applications for the position of Instructional Support Manager. Reporting to the Director of Distance Learning, the Instructional Support Manager will:

1. Supervise instructional design and technology staff. Work collaboratively with faculty and course development teams to design and produce course components for electronic delivery formats; specialize in designing active learning sessions for courses; help to develop supporting course materials. **35%**
2. Lead the creation and facilitate the delivery of faculty professional development programs. **30%**
3. Lead the ULearn course certification process by coaching faculty on intended improvements to their course design(s). **20%**
4. Participate in the UL Lafayette academic community including scholarship, research and service on committees, task forces, and planning sessions as appropriate. **5%**
5. Prepare reports related to the Office of Distance Learning's instructional development activities as required. **5%**
6. Perform related duties as necessary to support the UL Lafayette Office of Distance Learning mission, goals, and objectives. **5%**

Qualifications:

Education: (*Minimum*) A Master's degree or higher in instructional design, educational technology or a closely related field. Quality Matters certifications to deliver training are strongly preferred.

Experience: (*Minimum*) Experience in instructional development with work in instructional design; demonstrated ability to manage processes needed to deploy resources on a complex and demanding development schedule; experience with courseware production for distance education purposes using the Internet/web in an academic setting. Demonstrated experience with electronic delivery methods for instruction and a record of managing projects to successful completion on time and on budget.

Administrative Unit:

The [Office of Distance Learning](#) is a unit within Academic Affairs that functions as the coordinating entity for UL Lafayette's e-learning enterprise. Professional staff work with faculty and staff across departments to create high quality hybrid and online courses and programs.

Salary: Dependent on qualifications and experience.

Starting Date: September 1, 2015 or as soon as possible.

Applications: Candidate review will begin immediately. Applicants should send one PDF file including a cover letter, résumé, and the names and contact information of three references to:

Dr. Luke Dowden, Director
Office of Distance Learning
luke.dowden@louisiana.edu

Application Deadline: August 14, 2015