



# Staff Vacancy

**Position:** Senior Instructional Designer      **EEO No.** AA 9-13

## **Responsibilities:**

The University of Louisiana at Lafayette invites nominations and applications for the position of Senior Instructional Designer for professional development. As an employee dedicated to continuing education projects, the Senior Instructional Designer will:

1. Work collaboratively with course development teams to design and produce components for electronic delivery of customized modules, units, courses, etc.; Consult in designing active learning sessions for courses; help to develop supporting course materials. **55%**
2. Participate in the creation and delivery of professional development programs for professional development facilitators. **20%**
3. Participate in the proposal preparation and program design(s). **20%**
4. Prepare reports related to the Office of Distance Learning's instructional development activities as required. **5%**

Perform related duties as necessary to support the UL Lafayette Continuing Education mission, goals, and objectives.

## **Qualifications:**

**Education:** (*Minimum*) A Master's degree in instructional design, educational technology or a closely related field. Certification to deliver the Applying the Quality Matters Rubric (APPQMR) training.

**Experience:** (*Minimum*) Two years experience in program design and/or 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:**

Continuing Education is a unit within Auxiliary Services that functions as the coordinating entity for UL Lafayette's professional development efforts. Professional staff members work with faculty and staff across University departments and external partners to create high quality workshops and courses.

**Salary:** Dependent on qualifications and experience.

**Starting Date:** ASAP

**Applications:** Candidate review will begin immediately. Applicants should email 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](mailto:luke.dowden@louisiana.edu)

**Application Deadline:** November 28, 2014