Instructional Technology Designer/ Support Specialist
College of Saint Mary

College of Saint Mary is seeking an Instructional Technology Designer/ Support Specialist. Instructional Design & Technology (ID&T) at the College of Saint Mary (CSM) is dedicated to providing ongoing support to faculty, students, and staff in the design, delivery, and use of technology to enhance teaching, learning, professional development, and research. The purpose of this position is to collaborate with faculty and staff to facilitate the integration and best use of technology to develop and deliver learning experiences in face-to-face, hybrid and online courses.

**Primary Job Responsibilities:**

- Assists faculty with the design, development, and transformation of teaching and learning in an online environment.
- Leads faculty and staff in the effective use of new and current technologies for instructional purposes.
- Demonstrates regularly the use of technology in the classroom to improve teaching and learning.
- Provides sustained, in-depth professional development for campus faculty focused on the integration of technology and curriculum.
- Develops documentation, training materials and user guides for instructional technologies.
- Provides frequent feedback to staff members and administrators regarding instructional technology.
- Convenes and coordinates the CSM Instructional Technology Users Group (ITUG).

**Secondary Responsibilities**

- Provides system administration and support of instructional technology software and systems.
- Assists in resolution of user requests for technology.
- Serves on CSM committees as directed.
- Continues technical and professional growth through hands-on and web-based training and professional reading.

**Qualifications:**

- Master’s degree in educational technology, instructional systems technology, or a related field.
- Minimum of five years of experience working with faculty in education.
- Three or more years of experience in the delivery of courses in an online learning environment, preferably using Canvas LMS.
- Comprehensive understanding of instructional development methodology, preferably with proven experience assisting faculty in design of effective online and hybrid instructional modules, courses, and programs is also required.
- Excellent analytical skills, and the ability to convert information and needs into practical training opportunities.
Knowledge and experience in course management systems is required. Web 2.0 technologies, synchronous and asynchronous communication system knowledge and experience with secure testing solutions and survey technology is preferred. Experience with Canvas LMS, Tegrity, WebEx and TurnItIn.com preferred.

- General knowledge of networking, PC hardware and software, multimedia, Internet, and computer science technology.
- A friendly personality with excellent communications skills (verbal, listening, and written) in both technical and non-technical settings.
- May require some lifting up to 25 lbs.

**Salary and Benefits:**

The salary range is $43,323 - $54,400.

College of Saint Mary offers a wide array of benefits, including medical and dental coverage for you and your family, life Insurance and disability programs, flexible spending accounts, 403b, tuition remission programs for dependent children at College of Saint Mary and tuition exchange programs with participating institutions.

**Application:**

If interested, please apply using the following link. Please put your resume, letter of interest, names and contact information for three professional references, including a minimum of one supervisor, in one document before you apply. When the system asks you to attach a resume please attach the document that contains all of the above information. The system allows only one attachment.

[https://home.eease.adp.com/recruit/?id=9716951](https://home.eease.adp.com/recruit/?id=9716951)

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