



Internal/External	External
Position Title	Instructional Designer
UW System Title and Code	Instructional Program Manager I (P55NS)
FTE	100%
Position Information	<u>Work Location:</u> Albertson Hall <u>Supervisor:</u> Lindsay Bernhagen, Director, Center for Inclusive Teaching and Learning
Department	Center for Inclusive Teaching and Learning
Department Description	The Center for Inclusive Teaching and Learning (CITL) is part of University College. The CITL is a comprehensive professional development center for the UW-Stevens Point campus, serving both faculty and staff. The CITL provides training and support for inclusivity, teaching methods, course design, and technology use in education.
University Description	Through the discovery and dissemination of knowledge, UW-Stevens Point stimulates intellectual growth, provides a liberal education, and prepares students for a diverse sustainable world. The university is committed to creating a safe, inclusive learning community for all faculty and staff from a variety of backgrounds. Visit www.joinuwsp.org for more information about UW-Stevens Point.
Position Summary	The Instructional Designer works closely with instructors and instructional academic staff to assist with the development of high-quality courses, incorporating appropriate learning technologies and techniques, for both online and face-to-face programs.
Required Qualifications	<ul style="list-style-type: none"> - Bachelor’s degree in education, curriculum and instruction, or instructional design, or equivalent degree and experience - Knowledge of pedagogical strategies and high impact practices in multiple learning environments, such as online, face-to-face, blended, or hybrid - Demonstrated experience working with instructors in instructional design and development - Demonstrated experience and proficiency in course development and delivery standards such as Quality Matters, Understanding by Design (UbD), Online Learning Consortium (OLC), and ADDIE (Analysis, Design, Development, Implementation, Evaluation) - Ability to work collegially and independently in a fast-paced environment - Ability to quickly organize and prioritize multiple tasks and competing demands - Strong orientation to support for a diverse campus community - Strong attention to detail and follow-through
Preferred Qualifications	<ul style="list-style-type: none"> - Master’s or Doctorate degree in education, curriculum and instruction, instructional design, or equivalent - Experience teaching in a higher education setting - Experience supporting instructional technologies - Online teaching experience - Familiarity with the Canvas learning management system - Experience creating and conducting higher education professional development workshops



How To Apply

Please be sure to complete all required fields and include all required documents before submitting your application. To return to a draft application, click on the “My Activities” link at the top of the screen after logging in. Once you click on Submit Application, you will not be able to edit or attach any application materials. After submitting the application, you will receive an Application Confirmation email from the application system.

Refer to the supplemental “How To Apply” document in the posting for more information.

Anticipated Appointment Date

June 4, 2018

Terms of Employment

This is a 12-month, Academic Staff annual appointment, exempt from the Fair Labor Standards Act. Salary is commensurate with qualifications and experience.

Deadline

To ensure consideration, completed online applications must be received by end of day, 11:59 pm, on March 4, 2018. However, screening may continue until the needs of the recruitment are met.

Required Materials

Files must be complete to be considered. Submission in PDF format is preferred for all attachments. Please include the following documents:

- Cover letter addressing qualifications and experience
- Resume or Curriculum Vitae
- Contact information for three professional references

Position Contact

Official transcripts will be required at time of hire.
For additional information regarding the position, please call or email:
Eric Simkins
Online Program Manager, CITL
Email: esimkins@uwsp.edu
Phone: 715-346-2914

Human Resources Contact

If you have any questions regarding the application process, need special arrangements, or if you submitted your application with missing materials, please call or email:
Tom Bertram
Email: human.resources@uwsp.edu
Phone: 715-346-2606

Special Notes

The University of Wisconsin-Stevens Point is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, sexual orientation, gender identity, age, status as a protected veteran, or status as a qualified individual with a disability. UW-Stevens Point values diversity and inclusion as supported by our mission, “Through the discovery, dissemination and application of knowledge, UW-Stevens Point fosters intellectual growth, provides a broad-based education, models community engagement and prepares students for success in a diverse and sustainable world.”

Individuals with disabilities who need a reasonable accommodation during the application or interview process should contact Human Resources and Affirmative Action at 715-346-2606 or hr@uwsp.edu.

The safety and success of students, faculty, and staff at the University of Wisconsin-Stevens Point is paramount. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires the distribution of an annual security report to all current and prospective students, faculty, and staff. You may obtain the complete report at <http://www.uwsp.edu/dos/Pages/Annual-Security-Report.aspx>

The University of Wisconsin-Stevens Point will not reveal the identities of applicants who request confidentiality in writing, except the identity of the successful candidate will be released. See Wis. Stat. sec. 19.36(7).

An offer of employment will require a criminal background check and authorization to work within the United States as required by the Immigration Reform and Control Act of 1986.



University of Wisconsin
Stevens Point

2100 Main Street - Stevens Point, WI 54481
+1-715-346-2606 (p) +1-715-346-3698 (f)
Human.Resources@uwsp.edu