Assistant Director

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Assistant Director

Faculty Center for Professional Excellence

JOB SUMMARY:

The Assistant Director provides leadership in inclusive, accessible, and innovative teaching; instructional design; evidence-based faculty development, including communities of practice; research and Scholarship of Teaching and Learning (SoTL); and emerging technologies, including AI, for the Faculty Center for Professional Excellence (FCPE). The role supervises the instructional design and media teams, manages team projects, including scalable course development, faculty professional development, asynchronous tutorials, newsletter materials, and website resources, and improves center operations and workflows. The Assistant Director collaborates with academic leadership and administrative partners to support and engage faculty and to advance best practices for teaching and learning University-wide.

SALARY INFORMATION:

In compliance with New York's Pay Transparency Act, the annual base salary range for this position is $80,000 - $85,000. Adelphi University considers factors such as departmental budgets, scope and responsibilities of the position, candidate's work experience,

education/training, key skills, internal peer equity, as well as market and organizational considerations when extending an offer. The above hiring range represents the University's good faith and reasonable estimate of the range of possible compensation at the time of posting. An annual base salary higher than the range may be warranted in circumstances where a candidate has demonstrable equivalent prior higher education experience at another University.

Adelphi University provides a comprehensive benefit package for faculty and staff employees. For a list of benefits provided to employees, please click here.

REPORTS TO: Director

RESPONSIBILITIES & DUTIES:

Innovative, Inclusive, and Accessible Design & Support

1. Provide expert instructional design and pedagogical assistance in the development of inclusive, high-quality in-person, hybrid, and online courses.
2. Maintain course templates, design standards, the course development waterfall, and scalable workflows.
3. Lead accessibility and Universal Design for Learning (UDL) initiatives and ensure compliance with ADA, WCAG, and institutional quality standards (e.g., OSCQR/QM).
4. Remain current with teaching and learning research, instructional technologies, and AI tools; collaborate with the instructional technologist and IT to evaluate and implement emerging technologies.
5. Partner with the Innovation Center, Libraries, IT, Student Success units, and academic programs to integrate tools and practices that enhance teaching, learning, and workforce readiness.
6. Attend local, regional, and national teaching and learning conferences as appropriate.

Faculty Development & Engagement

1. Identify pedagogical needs and strategic areas for faculty development.
2. Design and facilitate workshops, institutes, roundtables, certificate programs, and faculty communities of practice.
3. Support faculty at all career stages in adopting evidence-based and innovative teaching practices.
4. Coordinate events that highlight teaching excellence and foster cross-disciplinary collaboration.
5. Support communication strategies related to faculty development, including newsletters and resource dissemination.

Assessment & Research

1. Support faculty with SoTL projects and lead the Adelphi Teaching Fellows cohorts.

2. Provide expertise in curricular development, aligned learning outcomes, and program/course/institutional assessment strategies.
3. Design, conduct, or interpret assessment and analytical studies using appropriate research methodologies; translate findings for broad audiences.
4. Collaborate with deans' offices, program chairs, and assessment committees on curriculum review and outcome alignment.

Leadership & Operations

1. Supervise instructional designers, interactive learning designers, and media staff and support their professional development.
2. Manage team projects, operational workflows, documentation, and reporting; contribute to annual reports and strategic planning.
3. Oversee FCPE tutorials, resources, communications, and website content.
4. Serve on University committees that support instructional priorities and faculty success and assist in identifying external opportunities, including grants.
5. Perform other job-related duties as assigned by the director, or in the director's absence.

REQUIREMENTS (Knowledge, Skills and Abilities):

1. Advanced knowledge of instructional design, curriculum development, learning theory, and pedagogical best practices.
2. Demonstrated expertise in accessibility, UDL, and inclusive course design.
3. Knowledge of aligned learning objective and assessment practices, research methodologies, and data-informed improvement.
4. Extensive experience with LMS platforms, educational technologies and AI, multimedia tools, and digital learning ecosystems.
5. Excellent communication skills and the ability to collaborate across diverse academic and administrative units.
6. Strong organizational, project management, and problem-solving skills.
7. Strong ability to supervise staff and manage multiple priorities.
8. Strong ability to cultivate faculty engagement and foster professional learning communities.

EDUCATION/EXPERIENCE REQUIREMENTS:

1. Master's degree in Instructional Design, Educational Technology, Curriculum & Instruction, Higher Education, or a related field required; doctorate is desirable.
2. Minimum of six years' experience as a post-secondary educator, faculty developer, or instructional designer with a record of research and academic innovation.
3. Experience with accessibility standards, instructional technologies, and multimodal course development.
4. Experience with assessment, SoTL, learning analytics, or pedagogical/curricular innovation.

5. OSCQR 4.0 Certificate, Quality Matters Peer Reviewer, QM Teaching Online Certificate, or OLC certifications a plus.
6. Demonstrated ability to work effectively in a dynamic and collaborative environment.

POSITION(S) SUPERVISED:

1. Instructional Designers.
2. Interactive Learning Designers.
3. Media Staff

ABOUT ADELPHI:

Adelphi University, New York, is a highly awarded, nationally ranked, powerfully connected doctoral research university dedicated to transforming students' lives through small classes with world-class faculty, hands-on learning and innovative ways to support academic and career success. Adelphi offers exceptional liberal arts and sciences programs and professional training, with particular strength in our Core Four-Arts and Humanities, STEM and Social Sciences, the Business and Education Professions, and Health and Wellness. Recognized as a Best College by U.S. News & World Report, Adelphi is Long Island's oldest private coeducational university, serving more than 7,250 students at its beautiful main campus in Garden City, at learning hubs in Manhattan, the Hudson Valley and Suffolk County, and online. The University offers students 79 undergraduate programs, more than 84 master's degree and doctoral programs, and 63 certificate programs in the liberal arts, the sciences and professional training. With powerful partnerships throughout the New York area, more than 119,000 graduates across the country, a growing enrollment of students from 43 states and 72 countries, and rising rankings from top publications and organizations, Adelphi is a dynamic community that plays a leadership role on Long Island and in the region.

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