Instructional Technologist

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Type: Full-Time
Salary: Starting at $59,448.50 per year
Category: Instructional Technology and Design

Glen Oaks COMMUNITY COLLEGE

Instructional Technologist

DIRECTLY REPORTS TO: Vice President of Academics
POSITION TYPE: Full-Time, Administrative
MINIMUM PAY RATE: $59,448.49 (Pay Grade 110)
POSTING DATE: July 14, 2025

GENERAL SUMMARY:

The Instructional Technologist, under the supervision of the Vice President of Academics, plays a key role in supporting high-quality teaching and learning at the college by collaborating with faculty to integrate innovative instructional technologies and evidence-based practices into course design and delivery. This position is responsible for managing the college's Learning Management System (LMS), providing pedagogical and technical support for online and hybrid instruction, and guiding faculty in the creation and continuous improvement of dynamic, engaging, and accessible college-credit courses. The Instructional Technologist partners with academic departments to enhance student learning outcomes through the effective use of digital tools and instructional strategies, ensuring alignment with institutional goals for academic excellence and student success.

DUTIES AND RESPONSIBILITIES:

Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out below, although considered incidental in the performance of this position.

1. Manage the College's learning management system including user roles, course creation, collaborating with IT on updates, and troubleshooting technical issues.
2. Work closely with faculty to design, develop, and evaluate instructional materials.
3. Design, develop, and test instructional methods and tools.
4. Design and facilitate training for faculty in instructional pedagogy.
5. Collaborate with the Online Learning Advisory Team to improve the current rubric and review processes for online and hybrid classes.
6. Design, develop, and train faculty on course accessibility and universal design for learning.
7. Assist in the development and implementation of the Academic Division's goals and priorities and monitor their achievement.
8. Share improvements and trends in instructional technology.
9. Promote academic excellence by researching and training faculty on relevant instructional trends.
10. Support faculty through curriculum design and development.
11. Other duties as assigned by the supervisor.

REQUIRED QUALIFICATIONS:

1. Bachelor's degree in Educational Instructional Technology or a related field.
2. Experience in learning management systems software.
3. One (1) year of teaching experience.
4. Experience in developing online courses.

PREFERRED QUALIFICATIONS:

1. Master's degree in Educational Instructional Technology or a related field.
2. Community college teaching experience.
3. Experience using Canvas by Instructure.
4. Experience utilizing artificial intelligence.
5. Experience with curriculum development and adoption of a variety of instructional technologies.

To apply: Interested candidates must submit a cover letter, resume, unofficial copies of transcripts, and contact information for three (3) professional references to: Human Resources, 62249 Shimmel Rd, Centreville, MI 49032 or via email to hr@glenoaks.edu.

Applications will be reviewed beginning on or after August 4, 2025. Applications received after this date may receive limited consideration. Position will remain posted until filled.
To apply, visit: https://www.glenoaks.edu/instructional-technologist/

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Related Searches:

Instructional Technology and Design

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