Instructional Designer, Utampa Online (Adult Programs & Distance Learning)

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Instructional Designer, Utampa Online (Adult Programs & Distance Learning)
R0010134
Tampa

If you are a current University of Tampa student, please search for and apply to student jobs here via Workday. Job applications for current students will not be considered if submitted through the external career center.

Position Details

UTAMPA Online at University of Tampa is seeking a **full-time Instructional Designer.** This role is responsible for providing instructional design expertise and collaborating with faculty online and hybrid course delivery. This position reports to Director of Adult Programs and Distance Learning Support.

Responsibilities

- Partner with the Director of UTAMPA Online (UTO) and UTO team members on the effective use of instructional design strategies, digital learning resources, multimedia tools, and instructional technologies that enhance teaching across online, hybrid, and emerging delivery formats.

- Collaborate with faculty in the design, development, implementation and maintenance of courses and curricula.
- Develop and maintain course templates, resource courses, and other UTAMPA online initiatives within the Canvas LMS.
- Provide evidence-based guidance and feedback to faculty with respect to possible design modifications for improvement of individual courses.
- Apply instructional design models and research-based practices ranging from learner analysis, social presence, and course design principles through various assessment types and the evaluation of long-term outcomes.
- Integrate relevant technologies to enhance student learning and engagement throughout the course design, development, and implementation process.
- Develop WCAG compliant and effective instructional materials that are functional, informative and consistent with sound instructional design principles e.g., assessment, learning environment design.
- Coordinate with the University's Accessibility specialist to ensure full compliance with accessibility standards.
- Contribute to the University's research efforts and UTAMPA Online initiatives that advance instructional design scholarship.
- Contribute to a work environment that encourages knowledge of, respect for, and development of skills engaging effectively with individuals from diverse backgrounds.

Other Responsibilities

- Stay current with innovative, evidence-based practices in teaching and learning to inform instructional design work.
- Develop and deliver training workshops to support faculty in effective course design and technology use.
- Collaborate with Information Technology & Security staff to troubleshoot and resolve technical issues that affect operations, development, and delivery of courses.

Qualifications

Education:

- **Master's Degree, preferably in Instructional Design, Educational Technology or a similar field preferred.**
- **Minimum of 3 years' full-time experience** creating e-learning content.
- **Certification in Quality Matters or similar preferred.**

Technical Expertise:

- **Canvas LMS:** designing and managing university templates

- **Instructional Tools and Software:** Proficiency with a variety of tools and software packages. MS Office Suite, Teams, HTML, and Zoom at the intermediate to expert level required. Experience with such tools as Cidilabs, Yuja, Articulate360, and Qualtrics will be considered highly favorable.
- Knowledge of or the ability to learn quickly University of Tampa software programs such as Workday.
- Willingness to embrace new technologies and innovative organizational practices
- **Multimedia Production:** Intermediate or advanced knowledge of audio and video production and post-production such as Camtasia, Adobe, etc.
- **Operating Systems:** Proficient on both Macs and PCs to effectively support faculty with questions and concerns.
- **AI Tools:** Experience with Artificial Intelligence (AI) tools and other AI initiatives are preferred

ID Related Experience

- **Communication & Collaboration:** Ability to communicate clearly and effectively in both written and verbal formats, and to build strong, positive working relationships with colleagues, faculty, and campus partners.
- **Faculty Training & Support:** Skilled in delivering training sessions in both one-on-one and group settings, with experience supporting faculty both remotely and in face-to-face environments.
- **Teaching & Training Experience:** Teaching or training experience in higher education, preferably within online or hybrid learning environments.
- **Professionalism & Adaptability:** Demonstrated ability to work with flexibility, respect, and professionalism across diverse situations and with diverse populations.
- **Project & Time Management:** Excellent time management skills and instructional design project management abilities, with the capacity to handle multiple priorities and deadlines.
- **Instructional Design Expertise:** Instructional design theories, models, and best practices, including application of the ADDIE framework and other evidence-based approaches.
- **Adult Learning & Online Pedagogy:** The application of andragogy in designing training for learners with varied backgrounds and skill levels. Well versed in pedagogical considerations in online and hybrid modalities and the use of emerging technologies to support high-quality teaching and learning.
- **Scholarly Engagement**: Commitment to contributing to research, dialogue, and continuous improvement in instructional design practices.

Required Attachments

Please be sure to attach all required documents listed below in the attachment box at the bottom of the "My Experience" page of the application before continuing through the application. Though the attachment box is labeled as "CV/Resume", more than one attachment may be uploaded.

1. Cover Letter

2. Resume

Work Schedule

Monday through Friday, 8:30 a.m. to 5:00 p.m.

Summer - Monday through Thursday, 8:00 a.m. to 5:30 p.m.

Occasional evenings and weekends may be required.

The University of Tampa offers great benefits to include:

- **FREE Tuition**
- **Generous paid leave**
- **Wellness initiatives**
- **100% Employer-Funded Health Reimbursement Account**
- **100% Employer-Paid Short- & Long-Term Disability Insurance**
- **100% Employer-Funded Employee Assistance Program**
- **Discounted On-Campus Dining Meal Plans**
- **FREE On-Campus Parking**
- **Access to Campus Amenities (pool, library, campus events and more)**
- **Fitness Center**
- **Pet Insurance**
- **Flexible Spending Accounts**
- **And more!**

Submission Guidelines

To receive full consideration for employment with The University of Tampa, please be sure to submit/upload required documents for this position at time of application submission. **Required documents should be submitted in the attachment box at the bottom of the "My Experience" page of the application before continuing through the application.**

Background Check Requirements

Finalists may be required to submit to a criminal background check. Some positions may also require a motor vehicle report and/or a credit report.

Additional Information

This description is intended to be generic in nature. It is not to determine specific duties and responsibilities for any particular position. Essential functions and overtime eligibility may vary based on the specific task assigned to the position.

To apply, visit https://utampa.wd1.myworkdayjobs.com/en-US/Staff/job/Tampa/Instructional-Designer--UTAMPA-Online--Adult-P rograms---Distance-Learning-_R0010134-1.

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