Instructional Designer (E)

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Position Overview

Instructional Designer

SALARY:$76,826.98 - $89,275.23

LOCATION:Lynnwood Washington

DESCRIPTION:

Edmonds College has an exciting career opportunity for an Instructional Designer. Under the general direction of the Director for Digital Learning and Innovation, the Instructional Designer works closely with faculty, staff, and the Center for Innovation, Technology, and Learning (CITL) team to develop engaging and effective online and hybrid courses to promote student success. This work includes researching and recommending appropriate educational technologies to enhance student engagement and learning and guiding faculty and staff in utilizing current and emerging educational technologies, with an emphasis on AI. Additional duties include promoting digital accessibility standards and creating and editing re-usable multimedia assets for online and hybrid courses.

This is an exempt position that reports to the Director of Digital Learning and Innovation.

For information on how to apply, please see Application Procedures and Required Documents, below. Applications received by **February 9, 2026** will receive priority consideration. This position is opened until filled.

Responsibilities include, but are not limited to:

- Collaborate with faculty and staff to develop high-quality online modules, courses, and trainings, using effective instructional design strategies and appropriate web-based resources, multimedia technologies, and instructional software.
- Promote faculty and staff engagement in course development and play a consultative and quality assurance role in the application of universal design principles and course quality standards, including accessibility standards.
- Help to design and facilitate professional development training focused on best practices in hybrid and online course design and pedagogy.
- Research, evaluate, and integrate new and emerging educational technologies for hybrid, flexible, and online courses, including AI and AR/VR

- Develop and maintain training materials, including step-by-step instructions, for the college¿s supported teaching and learning tools and related technologies.
- Coordinate, develop, or lead special projects/tasks/duties and provide assistance as assigned.

REQUIRED QUALIFICATIONS:

- Bachelor's degree from an accredited college or university in instructional design, educational technology, education, UX/UI design or other related field, **OR** an equivalent combination of education and work experience.
- Two years of successful online or hybrid teaching experience in a college or other adult learner setting.
- Successful experience in applying instructional design principles to develop resources, activities, and assessments that support learning objectives in a technology-mediated environment.
- Proficiency with learning management system software (Canvas preferred) and instructional technologies.
- Knowledge of WCAG 2.1 Level AA standards for accessibility, and demonstrated ability to apply those standards in creating digital content.
- Experience with developing and editing multimedia content to support engaged online learning.
- Knowledge of the ethical implications of AI, including bias mitigation and academic integrity; proven experience using Generative AI tools (e.g., ChatGPT, Claude, Gemini) within an instructional design workflow.
- Demonstrated ability to collaborate effectively and thrive in a dynamic team environment.
- Ability to apply emotional intelligence, relationship-building skills, and coaching skills in consulting with faculty and staff.

PHYSICAL WORK ENVIRONMENT:

Work is typically performed in an office setting, and onsite/in-person. The ability to sit at a desk/computer station, bend, stoop, walk and generally move around the office to consult with others, work within a busy environment and remain focused on tasks. The ability to speak clearly on the telephone, use a computer is required. Recurring early/late hours (weekend/early morning/evening meetings). Inventory management requires some lifting and moving of objects up to 30lbs. The ability to make sound judgments is essential.

COMPENSATION:

Salary is **$76,826.98 - $89,275.23** annually and is based on the Edmonds CC administrative/exempt salary schedule, plus a full state benefits package, which includes tuition waivers for college classes, medical, dental, retirement options, and more. Vacation

and leave packages include 12 sick days per year, 11 scheduled holidays, 1 personal holiday, and 24 vacation leave days per year.

WORK SCHEDULE:

Monday through Friday, 8:00 a.m. - 5:00 p.m., including some evenings and weekends.

FLSA Status:

The position is an exempt position under the Fair Labor Standards Act requirements.

CONDITIONS OF EMPLOYMENT:

- You must document your citizenship or employment authorization within three days of hire.
- ***Criminal background check. Prior to a new hire, a background check, including criminal history will be conducted. Information from the background check will not necessarily preclude employment but will be considered in determining the applicant¿s suitability and competence to perform in the position.***
- All new positions are contingent upon funding.
- Currently, Edmonds College does not sponsor H-1 B visas.
- Complete, sign, and submit Declaration Regarding Sexual Misconduct

APPLICATION PROCEDURES AND REQUIRED DOCUMENTS:

All applicants must apply online. No paper submissions or emailed materials will be accepted. Your online application must include the following to be complete:

1. ¿¿Cover letter that addresses the required qualifications.
2. Current resume.
3. Names and contact information for three references.
4. Veterans wishing to claim veteran¿s preference, please scan and attach your DD214 Member-4 form.

Important, if this posting is on an external website other than www.edmonds.edu/hr or Edmonds College Job Opportunities please follow one of these links to apply. Applying via an external webpage will not enter our application system.

ABOUT THE COLLEGE:

Established in 1967, Edmonds College is a public state college. It focuses on academic excellence, student success, and engagement, which reflect the three aspects of its mission: Teaching | Learning | Community. It serves about 18,000 students annually, including more than 800 international students from more than 55 countries. The college offers nearly 66 associate degrees and 111 professional certificates in 30 programs of study. Its highest

enrolled programs are the Associate of Arts/Associate of Science degrees, Paralegal, Allied Health (pre-nursing degree), Business/Accounting, Construction Management, and Culinary Arts. The college is located in the center of the growing south Snohomish County communities of Edmonds, Lynnwood, Mountlake Terrace, Brier, Mill Creek, Mukilteo, and Woodway. For more information, visit www.edmonds.edu.

EEO/AFFIRMATIVE ACTION STATEMENT:

The college provides equal opportunity in education and in employment per state and federal law. The college prohibits discrimination against any person due to race, color, religion, national origin, sex (gender), disability, sexual orientation, age, citizenship status, marital status, veteran status, or genetic information. For questions about our nondiscrimination policy or gender equality and athletic teams, contact Kathy Smith (Title IX and Section 504 Coordinator/Investigator); Clearview Building, Room 122B; kathy.smith@edmonds.edu, 425.640.1814.

JEANNE CLERY STATEMENT:

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act of 1998, and as a part of Edmonds College¿s commitment to safety and security on campus, the College reports the mandated information about current campus policies concerning safety and security issues, the required statistics, and other related information for the past three (3) calendar years. Edmonds College¿s Annual Security and Fire Safety Report is available online at https://www.edmonds.edu/s tudent-services/campus-safety-and-emergency-preparedness/clery-act/default.html.