Learning Designer

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LOCATION: Remote

JOB TYPE: Part-time, Contract

GRANT-FUNDED: No

SOC Code: 25-9031

General Job Description:

Tiffin University is seeking applications for part-time, fully remote Learning Designers to support the design and development of high-quality online courses for higher education. This contract role is ideal for experienced Learning Designers with a strong background in higher education who are interested in consistent, sustained, project-based course development work.

Learning Designers will collaborate with faculty subject matter experts and COL leadership to design engaging, well-aligned, and academically rigorous online courses. Designers are expected to use AI tools as part of the course design process to improve efficiency, support drafting and validation, and assist with the creation of instructional assets, while maintaining instructional judgment and academic standards.

Applicants must have demonstrated experience designing online courses in higher education and teaching online in higher education. Candidates whose primary professional experience is outside of higher education will not be considered.

Requirements

Major Duties and Responsibilities:

- Design and revise online courses for undergraduate and graduate programs.
- Develop course materials aligned with learning outcomes and academic standards.
- Use AI tools to support course design, drafting, validation, and instructional asset creation.
- Create instructional assets such as visuals, guides, templates, datasets, simulations, or multimedia components.
- Ensure courses follow accessibility and inclusive design best practices.
- Collaborate with faculty and COL staff throughout the course development process.
- Perform other job-related duties as assigned.

Qualifications for the Job:

Education

Master's degree in Education, Instructional Design, or a closely related field.

Experience

- Minimum of three years of experience designing online courses in higher education.
- Minimum of three years of online teaching experience in higher education.
- Demonstrated understanding of higher education academic standards and online learners.
- Experience using AI tools in course design or instructional development.
- Comfort working with basic code or source editing within an LMS environment.
- Strong written communication skills.

Preferred

- Experience working in Moodle or similar learning management systems.
- Experience developing multimodal instructional assets (visuals, simulations, multimedia).

Time Commitment:

- Ability to consistently commit approximately 20 hours per week is required.
- This role is not intended for occasional or one-course-only availability.

Portfolio Requirement:

- A portfolio is required and must demonstrate a higher education course design experience.
- Portfolio should include examples of AI use in course design and development.
- Applications without a portfolio will not be considered.

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