# Instructional Specialist, Principal

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**Type:** Full-Time
**Salary:** $73,548.80 - $75,000.00 per year
**Posted:** 34 days ago
**Application Due:** 02/23/2026
**Category:** Social Work

BOISE STATE UNIVERSITY

**Instructional Specialist, Principal Boise State University**

**Job no:** 499505
**Work type: Non-Classified/Professional**
**Location:** Boise, ID
**Categories:** Academic Programs,Instructional Services,College of Health Sciences,Senior-Level

Join Our Team: Instructional Specialist, Principal - School of Social Work The School of Social Work at Boise State University invites applications for an Instructional Specialist, Principal to lead the design, management, and support of online graduate-level courses within the MSW program. This role partners closely with faculty and program leadership to support effective, innovative, and student-centered online learning experiences. The successful candidate will play a key role in advancing the quality and consistency of online instruction, collaborating across academic and administrative teams to support program delivery and continuous improvement. Join a collaborative academic community committed to excellence, student success, and meaningful impact in social work education.
**Job Summary/Basic Function:**

The Instructional Specialist, Principal provides demonstrated expertise and team leadership in the design, management, and support of online courses across the MSW online program and working directly with faculty to support effective and innovative delivery of graduate level academic courses in collaboration with Program Coordinator.

**Department Overview:**

Housed within the College of Health Sciences at Boise State University, the School of Social Work prepares students for beginning and advanced social work practice through rigorous, student-centered academic programs. The School offers undergraduate and graduate degrees delivered

through a combination of on-campus and fully online formats, serving students across Idaho and the nation.

Programs within the School of Social Work are designed to be both academically rigorous and practice-focused, emphasizing experiential learning and close faculty mentorship. The curriculum is grounded in a liberal arts foundation and informed by cultural, political, and socio-historical contexts that shape social work practice. Students develop strong competencies in communication, critical thinking, analysis, ethical decision-making, and an understanding of human behavior and research-informed practice.

The School offers a Bachelor of Social Work (BSW) as well as Master of Social Work (MSW) programs, including both full-program and advanced standing options, with delivery models designed to support a variety of student populations and professional pathways. All social work programs are fully accredited by the Council on Social Work Education (CSWE).

**Level Scope:**

Recognized master's in professional discipline with significant impact and influence on campus policy and program development. Establishes critical strategic and operational goals; develops and implements new products, processes, standards or operational plans to achieve strategies. Regularly leads projects of critical importance to the campus; these projects carry substantial consequences of success or failure. Requires significant influence and communication with executive leadership. Problems faced are frequently complex and multidimensional, requiring broad based consideration of variables that impact multiple areas of the organization.

**Essential Functions:**

Faculty Support Functions (60%)

- Assist the online program coordinator and faculty with identifying current instructional issues and implementing strategies to address issues and improve course effectiveness.
- Coordinate orientation and ongoing professional development requirements for faculty teaching in the online program.
- Onboard new faculty around Canvas, technologies used in the course, program standards, and resources.
- Communicate with online faculty including pre-semester welcome, semester updates, end of course check in, and professional development opportunities.
- Supports the Lead Instructor (LI) model which includes communications of pre-course, mid-course, and end of the session LI instructor tasks.
- Connect faculty with teaching groups and ensures that course questions/concerns are shared with all faculty teaching different sections and with the program coordinator.
- Assist with course launch for faculty teaching in the online program, problem solve issues that arise during course launch.

- Produce webinars, podcasts, newsletters and other learning opportunities to expand online faculty's skills in online teaching and knowledge of online learning.
- Serve as a resource for faculty teaching online around Canvas issues.
- Maintain a relationship with Center for Teaching Learning, OIT, LTS, other online programs, and eCampus to enhance online teaching, communicates those with faculty as appropriate.
- Assist faculty in locating resources as problems arise (ie library, OIT, etc).
- Consult with faculty on course updates and maintenance.
- Provide expertise in best practice in online learning and teaching.
- Provide technical Canvas administration and course support for faculty through phone calls, email.
- Provide training and course support to online faculty teaching from the Primary course.
- Provide basic guidance for usability, accessibility, copyright or direction on where to access resources.

Course Management and Coordination Functions (20%)

- Act as a liaison between the MSW online program, OIT, LTS, library, and eCampus to ensure ongoing communication on projects and issues within MSW online courses.
- Document internal support processes and procedures.
- Oversee quality assurance of course designs and redesigns ensuring consistent structure of online courses in the Canvas.
- Provide guidance and direction on all document updates (Instructor Guides, cross sectional issues).
- Collaborate with the Online Coordinator to discuss and then implement programmatic updates/changes when needed.
- Participate in post redesign review process, answer questions, and provide support to maintain course consistency as needed.
- Oversee the process and timing of course updates and primary copies.
- Ensure that technologies work in primary course shells.
- Investigate new technologies that may improve/enhance the online delivery of courses.
- Serve as testing lead for technology initiated by program, OIT, LTS, eCampus, and Canvas.
- Review course suggestions each semester and make changes, modifications as agreed upon by faculty and the program coordinator.
- Oversee and work with eCampus to ensure primary courses are kept up to date, and help ensure program-level updates and revisions are made to primary courses/documents/syllabi.

Technology Specialist Functions (15%)

- Create multimedia and interactive instructional audio and video to provide support for faculty in their courses.
- Attend University meetings and trainings related to Canvas, OER, AI, and OIT.
- Represent needs of the department at meetings with OIT, Canvas, OER, COHS Technology Group, LTAG, eCampus, and Online Program Collaborative.

- Collaborate with OIT/Help Desk on course technology and logistical course related problems and assist with solutions.
- Serve as technical liaison with OIT/LTS.
- Stay current with course updates and work with campus partners around technologies such as accessibility, licensing for use, AI, etc.

Other Duties as Assigned (5%)
**Knowledge, Skills, Abilities:**

- Expertly apply knowledge and principles in course design and delivery practices, techniques and technology solutions. Provide team leadership, expertise, and creativity to support the development and delivery of courses.
- Prioritize and handle multiple, complex, demanding projects simultaneously.
- Project management skills demonstrating strong conceptual and analytical skills, planning abilities, and sound judgment.
- Excellent oral and written communication skills.
- Demonstrated ability to successfully develop and maintain positive, collaborative, respect-based relationships with co-workers, customers, and stakeholders.
- Demonstrated ability and willingness to take direction, remain open and amenable to instruction, and quickly acquire/learn/share new knowledge/skills when needed.
- Demonstrated understanding and application of instructional design principles and strategies; ability to apply ideas across disciplines.
- Experience supporting faculty to engage in accessible teaching and for achieving fair educational outcomes.

**Minimum Qualifications:**
Bachelor's or Advanced Degree and 8 years of professional experience or equivalent relevant experience.

**Preferred Qualifications:**

- Master's Degree.
- One year of experience working with Canvas.

**Salary and Benefits:**
Salary range is $73,548.80 to $75,000 annually and is commensurate with experience. Boise State University provides a best-in-class benefits package, including (but not limited to):

- 12 paid holidays AND the University is closed between Christmas and New Year's (requires use of 3 vacation days)
- Between 12-24 annual paid vacation days for full-time Professional and Classified staff depending on position type and years of service
- 10.76% University contribution to your ORP retirement fund (Professional and Faculty employees)

- 11.96% University contribution to your PERSI retirement fund (Classified employees)
- Excellent medical, dental and other health-related insurance coverages
- Tuition fee waiver benefits for employees, spouses and their dependents
- See our full benefits page for more information!

**Required Application Materials:**
Resume and cover letter.

**About Us:**

Nestled along the Boise River and steps from the state capitol, Boise State University fosters a vibrant and welcoming academic environment that fuels student and employee success. We're a trailblazing institution, nationally recognized for our innovative spirit and commitment to positive impact on Idaho and beyond.

Boise State is proud to be recognized by Forbes as the only Idaho employer listed in the top 100 of all national midsize and large employers. We're building a thriving community of faculty and staff whose unique skills, experiences, and perspectives come together to create a rich and rewarding academic experience. Applications from all backgrounds are welcomed.

Learn more about Boise State and living in Idaho's Treasure Valley at https://www.boisestate.edu/about/

**Applications close:** Tue, 24 Feb 2026 06:55:00 GMT

**To apply, please visit: https://careers.pageuppeople.com/978/cw/en-us/job/499505**

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