Senior Associate Director for Instructional Design and Programming

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Senior Associate Director for Instructional Design and Programming
University of California Los Angeles

Requisition Number: JPF10894

The UCLA Teaching and Learning Center (TLC) was established in August 2023 to support UCLA's educational mission to engage a university-wide community of scholars composed of educators and the diverse learners they serve in a collaborative process to discover and advance knowledge and practice across the disciplines both in and beyond the classroom. The TLC is a key driver of innovation and excellence in teaching across UCLA's broad academic landscape, a campus resource for programming in support of inclusive and evidence-based teaching practices, and a champion of pedagogical research and the scholarship of teaching and learning.
The TLC is recruiting a Senior Associate Director for Instructional Design and Programming (Academic Administrator VI) (hereafter "Senior Associate Director"), who reports to the Director of Instructional Design and Media Production (IDMP). The Senior Associate Director provides strategic leadership for the TLC's instructional design portfolio, advancing accessible, innovative, and research-informed courses, curricular, and eLearning design solutions that positively impact faculty and students. The Senior Associate Director leads

instructional design strategy and operations, oversees instructional design personnel, and collaborates closely with media production and other TLC units to deliver high-quality, scalable instructional design services and programming.

Core responsibilities include leading and supervising a team of instructional designers; establishing instructional design competencies, workflows, and quality assurance processes; and directing the development and delivery of professional learning programs focused on teaching with technology (such as artificial intelligence), inclusive and accessible course design, and educational innovation across instructional modalities. The Senior Associate Director oversees instructional design services and consultations, manages complex course and program design initiatives (including online, hybrid, and eLearning projects), and ensures alignment with campus priorities, academic standards, and institutional and regulatory requirements.

In addition, the Senior Associate Director plays a central role in organizational development and strategic planning for instructional design services. This includes co-leading project management processes with media production leadership; systematizing consultation and course design services; collaborating with campus partners and UC systemwide initiatives; supporting assessment and continuous improvement efforts; and contributing to scalable, sustainable models for course design and instructional media production.

The Senior Associate Director's responsibilities also include representing the TLC on campus-wide and systemwide committees; serving as a principal point of contact for faculty, academic units, and collaborators on course and program design initiatives; contributing to campus communications and outreach related to instructional design services; and directly supporting complex, large-scale instructional design projects as needed. The incumbent fosters innovation in teaching and learning through engagement with emerging educational technologies and pedagogical practices, while modeling inclusive leadership, effective communication, and a high degree of professional autonomy.

To apply, please visit: https://recruit.apo.ucla.edu/JPF10894

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