Instructional Designer

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Instructional Designer
Salary: $60,030.00 - $70,000.00 Annually
Location: Off-Campus
Job Type: Staff - Regular Full Time Exempt
Remote Employment:
Job Number: 02683
Closing:
Department: Center for Teaching & Learning

Hawaii Pacific University is designated as an Alaskan Native and Native Hawaiian (ANNH) Serving Institution by the US Department of Education. As such, we strive for accurate displays of the Hawaiian language in all our institutional materials. This includes the appropriate use of diacritical marks such as the okina and kahako. Unfortunately, at times external vendors and other third-party technology integrations do not support the use of these characters. Mahalo for your understanding.

Description

Job Summary:

The Center for Teaching and Learning (CTL) leads and mobilizes the Hawai'i Pacific University (HPU) instructional community. We support all HPU instructors and facilitate collaborative activities in pursuit of teaching excellence and innovation.?We are seeking a dynamic candidate to serve as an Instructional Designer and work as part of the CTL team to assist in online, hybrid, and in-person course development for a wide range of courses and programs at HPU. This individual assists in all phases of planning, designing, developing, producing, and evaluating courses and programs as well as creating and facilitating faculty learning. This is a remote position requiring a stable home office with excellent Internet access.

The Instructional Designer is an integral part of the CTL team and works collaboratively with team members to promote quality teaching and learning experiences. The Instructional Designer position brings knowledge of instructional design theory, models, and best practices as they collaborate in various aspects of course development. Teamwork, organization, facilitation, and capacity for iterative feedback are key to the success of this position.?

Location: This position is remote but required to work across different time zones, including and/or primarily Hawaii Standard Time.

Qualifications:

Minimum Qualifications?

- Master's degree in education, instructional design, or educational technology.
- Demonstrated knowledge of learning theory, instructional design principles, and evidence-based best practices in online, hybrid, and in-person curriculum development.
- Demonstrated experience designing and supporting online and hybrid learning environments.
- Experience with project management software, learning technology tools, learning management systems, and video conferencing platforms (e.g., Blackboard, Canvas, Monday, Respondus, Harmonize, Panopto, Zoom, etc.).
- Experience using or supporting others in the use of generative AI tools (e.g., large language models, AI writing assistants, image generation tools) in an educational or professional setting.
- Ability to work collaboratively across time zones with distributed teams from a stable home office with excellent Internet access.
- Experience using Microsoft Office and Google Workspace applications.

Desired Qualifications

- Professional certificate in education, instructional design, or educational technology.
- Quality Matters certification or willingness to pursue a certification.

- Excellent communication, collaboration, time management, and presentation skills.
- Experience working effectively with academic leadership, faculty, and staff in higher education.
- Experience with video, multimedia, or similar educational technologies.
- Ability to organize, prioritize, and navigate multiple projects and related details.
- Ability to work as a member of a team and provide and receive ongoing, constructive feedback.

Other Qualifications

- Candidates must be legally authorized to work in the United States.? Visa sponsorship is not available for this position.
- Must meet training and background check qualifications and comply with the Protection of Minors policy.
- Occasional travel to professional conferences is required.

Key Responsibilities/Essential Job Functions:

1. Course Management, Maintenance, and Revision (60%)

- Regularly communicate and collaborate with faculty and program leadership in planning course revisions.
- Perform course copying, setup, and maintenance for a portfolio of courses each term, ensuring course content isaccurate, functional, and organized according to department standards.
- Troubleshoot and resolve technical issues related to course content, links, and functionality.
- Perform quality assurance checks to ensure courses meet accessibility and usability standards.
- Assist with integrating media, external tools, simulations, and instructional technologies.
- Assist faculty with organizing content, uploading materials, and configuring assessments.
- Leverage artificial intelligence tools to create workflow efficiencies and augment instructional design and decision-making processes.

2. Course Design, Development, and Evaluation (20%)

- Facilitate course-creation processes including developing course maps/blueprints according to best instructional design principles, designing lesson modules, developing assessment measures, and coordinating with various faculty to ensure course elements are developed in the LMS.
- Provide guidance to faculty on the ethical, pedagogical, and practical use of AI in coursework.
- Create and facilitate feedback opportunities such as surveys, focus groups, and course evaluations.

- Work as part of a team to gather, organize, and implement data-driven strategies for ongoing quality assurance and program fidelity.

3. Faculty Professional Development (15%)

- Facilitate faculty learning workshops, trainings, or other events.
- Develop clear, concise instructional materials and documentation to be shared in a centralized location for faculty.
- Design and deliver hands-on training sessions, workshops, and microlearning focused on educational technologies designed to improve student engagement and learning.
- Provide individual and small group coaching for faculty exploring new instructional tools, reinforcing responsible and student-centered technology practices.

4. Performs other related duties as assigned (5%)

- Maintain currency in field of expertise through independent study, conferences, workshops, or other activities as appropriate. Use professional development to recommend implementation of industry best practices and solutions as may be most appropriate for HPU.
- Actively participate as an effective member of the team by completing assigned duties, accepting additional assignments, or reassignments.

This description is not designed to list all activities, duties, or responsibilities which may be required for this job. Other duties, responsibilities, and activities may be assigned at any time.
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To apply, visit https://www.schooljobs.com/careers/hpu/jobs/5306749/instructional-designer

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