

Moore College of Art & Design
Job Posting

Status: Exempt

Position: Instructional Technology & Online Learning Coordinator

Reports to: Chief Academic Officer

Department: Academic Affairs

About Moore: Moore College of Art & Design is a historically all-women's undergraduate college that has evolved to admit nonbinary and trans undergraduates, as well as co-educational continuing education and graduate students. Founded during the original industrial revolution to advance women in new fields, under principles of inclusivity and opportunity, our mission is more relevant than ever, as technology, sustainability, and diverse cultures drive and influence new and existing industries. We strive to create a community of employees and faculty that mirrors our student body and offers a range of academic perspectives in their fields. We welcome candidates who value diversity and support the inclusive culture we seek to nurture at Moore. The world needs Moore. For more information, visit moore.edu and follow us on social media @moorecollegeart.

Benefits: Moore College of Art & Design offers a time off package consisting of 41 days paid throughout the year for holidays, winter break, vacation and personal days. In addition, we provide 2 weeks of sick time and offer a great benefit package including health, dental, and a 403b plan with an immediate match and 100% vesting.

Purpose: The Instructional Technology & Online coordinator position provides leadership and support across the college through innovative use and integration of emerging educational technology and best practices with a focus on the campus learning management system, online courses, blended learning, and face-to-face classes in alignment with Moore College of Art & Design's mission, strategic plan, and commitment to academic excellence and innovation.

The ideal candidate will work creatively, collaboratively, and proactively with faculty and staff to plan, develop, and deliver asynchronous and synchronous online teaching and learning experiences, as well as enhanced classroom and studio-based educational technology. The successful candidate will act as the primary point of contact for matters related to Moore's Learning Management System (LMS) and work closely with administration and faculty to offer professional development opportunities in support of distance learning. The successful candidate will engage in ongoing professional development, research, and keep current with emerging information on media literacy, pedagogy, digital scholarship practices, methodologies, and other educational technology trends.

Requirements:

- Bachelor's degree required; Master's degree in educational/instructional technology, curriculum instruction preferred; arts background a plus
- Two-four years of technology-based instruction at a college, university, or equivalent experience
- Excellent verbal and written communication skills with all constituents across the college
- Demonstrated experience training and supporting faculty, academic leadership, and staff in the effective use of LMS and faculty information systems (such as Moodle and Interfolio) and development of course content in online pedagogy
- Proficiency in software, web-based resources, other tools and technologies
- Ability to work collaboratively with individuals and constituents across the college's programs
- Demonstrated attention to detail, customer service, presentation design and delivery, and data collection and analysis

Responsibilities:

- Research, identify and implement emerging education technologies for integration in programs and curricula across the college
- Troubleshoot technical issues with licensed education technology for faculty, staff and students.
- Aid faculty in the implementation of course content in the LMS and other educational technology platforms
- Collect, analyze, and submit data in support of college's state reciprocity agreement
- Collaborate with College librarians, faculty, and students to support distance learning, classroom supplementation, and flipped classroom pedagogy
- Develop workshops, trainings, and assessment initiatives to support use of Moodle, eLearning initiatives, research guides, and other resources; as well as support for engaging multiple literacies.
- Oversee and maintain the technological and pedagogical aspects of the LMS and provide support to faculty, staff, and students
- Collaborate across undergraduate, graduate, professional studies and continuing education in creating new opportunities for online courses
- Promote new forms of scholarship, teaching, and course participation
- Create opportunities, environments, and engagement with technology that support diversity, equity, and inclusion
- Employ best practices and contemporary theory in universal design for learning, digital pedagogy, blended learning, and active learning
- Assist with area tasks as needed

Physical Demands/Working Conditions

Office setting with college-wide contacts and collaborations.

The above statements are intended to describe the general nature and level of work being performed. These are not to be construed, as an exhaustive list of all responsibilities, duties and skills required of personnel as so classified.

To Apply:

Interested candidates send your resume and cover letter with salary requirements to HR@Moore.edu.

The College adheres to the principle of equal educational and employment opportunity without discrimination on the basis of race, color, religion, age, national or ethnic origin, sexual orientation, gender identity or expression, handicap or disability, military or veteran status, genetic information, or any other characteristic protected under applicable federal, state or local law in the administration of its educational policies, scholarship and loan programs, and other College-administered programs and employment practices. Retaliation is also prohibited. Read Moore's full compliance statement <https://moore.edu/non-discrimination-policy/>