



## Instructional Design Consultant

Job Order 601742  
August 24, 2017

**Department:** Learning Solutions  
**FLSA Status:** Exempt  
**Salary Grade:** C

**Reports To:** Manager, Learning Design & Innovation  
**Amount of Travel Required:** Day and Overnight - 3/month  
**Positions Supervised:** None

**LOCATION:** Green Bay

**STANDARD HOURS:** Typical hours Monday-Friday 8:00 a.m. – 5:00 p.m.; Flexibility required to include other evening and/or weekend hours as necessary.

**MINIMUM STARTING SALARY\*:** \$60,449/year

*\*Current benefit eligible employees will be placed within the pay range based on their current rate/range.*

Required online application available on website: [www.nwtc.edu/jobs](http://www.nwtc.edu/jobs)

**Location:** Northeast Wisconsin Technical College, Human Resources, 2740 West Mason Street, Green Bay, WI 54307-9042. All postings are considered current and available until removed from the website.

Northeast Wisconsin Technical College is committed to promoting a learning environment where employees and students of differing perspectives and cultural backgrounds pursue career and academic goals embraced in an environment of respect and shared inquiry.

***The College is seeking to attract ethnically diverse instructors and staff who can inspire our increasingly diverse student population.***

### POSITION SUMMARY

This position is responsible for providing instructional design support by assuring quality standards are upheld in the design, development, delivery, revision, and documentation of curriculum.

### ESSENTIAL FUNCTIONS

#### Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the functions identified in the job description.

#### Essential Functions Statement(s)

- Coordinate College course development and documentation initiatives, i.e. Higher Learning Commission documentation and presentations to internal and external entities. Collaborate with faculty, students, and other College individuals to ensure delivery of consistent, quality learning opportunities.
- Coordinate the course development process, providing learning leadership with regular status reports to help assure that projects are completed on time and within the allotted budget.
- Engage and direct work teams involving all levels of leadership as an authority on course development, providing guidance with a focus on quality of instructional design.
- Collaborate with College partners, i.e. full-time and part-time faculty, employers, K-12 partners, in the development of new courses to meet the needs of the NWTC community.
- Evaluate course content for pedagogical and instructional design practices, as well as College quality standards and policies related to design, development, and instructional delivery mode.
- Identify opportunities for collaboration with the Assessment Coordinator and Credit for Prior Learning Coordinator during the design and development process. Serve as a connecting point to these resources for faculty during the course development process.

- Research, identify, evaluate, and recommend emerging instructional technologies or methods to enhance student engagement, success, and persistence.
- Serve as the primary instructional design resource for multimedia and innovation pilot projects developed by the Learning Design & Innovation team.
- Recommend changes to course materials or delivery methods, based on information such as instructional effectiveness data, current or future performance requirements, feasibility, and costs.
- Provide recommendations to faculty and learning leadership regarding innovative practices for course design, instructional technology, and instructional delivery options.
- Coordinate the process for Developing a Curriculum (DACUM) occupational analysis identifying job duties and tasks as the foundation of program development and revision. Analyze results and create report of results for College stakeholders. Incorporate results in course curriculum development.
- Collaborate with Talent Development and the Center for Instructional Excellence to design and implement faculty development initiatives, e.g., instructional design, course documentation, and related technologies, to improve the quality of instruction delivered at the College.
- Contribute data to College and Academic Program accreditation requirements by external agencies, as needed.
- Provide leadership to WTCS decision-making bodies as they pertain to qualification, assessment, and instruction.
- Serve as a member of the Wisconsin Technical College System Curriculum Management Solution (WIDS) Advisory Committee.
- Collaborate with the Information & Instructional Technology department to administer the curriculum management solution (WIDS) and provide technical support to users.

## **POSITION QUALIFICATIONS**

### **Competency Statement(s)**

- Values - Demonstrate behaviors and action that support the College's values - Customer Focus, Everyone Has Worth, Passion and Inspiration, Collaboration, Emotional Intelligence, Results and Accountability, Valuing Talent and Well Being, and Ethics.
- Student Success – Demonstrate behaviors and actions that support student recruitment, retention, and student success initiatives.
- Diversity Oriented - Ability to work effectively with people regardless of their age, gender, race, ethnicity, religion, or job type.
- Active Listening - Ability to actively attend to, convey, and understand the comments and questions of others.
- Adaptability - Ability to adapt to change in the workplace.
- Autonomy - Ability to work independently with minimal supervision.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Communication, Written - Ability to communicate in writing clearly and concisely.
- Initiative - Ability to make decisions or take actions to solve a problem or reach a goal.
- Organized - Possessing the trait of being organized or following a systematic method of performing a task.
- Problem Solving - Ability to find a solution for or to deal proactively with work-related problems.
- Time Management - Ability to utilize the available time to organize and complete work within given deadlines.

## **SKILLS & ABILITIES**

**Education:** Bachelor's Degree

**Experience:** A minimum of three years' experience in curriculum development.

### **Computer Skills**

Microsoft Office Suite and experience working in a relational database environment

### **Certificates & Licenses**

Eligible for certification as an Instructional Specialist Professional by the Wisconsin Technical College System

### **Other Requirements**

Must hold a valid driver's license and be insurable under the District's standard insurance policy terms.

## PHYSICAL DEMANDS

### Physical Demands

Stand	F (Frequently)	10 lbs or less	O (Occasionally)
Walk	O (Occasionally)	11-20 lbs	N (Not Applicable)
Sit	C (Constantly)	21-50 lbs	N (Not Applicable)
Handling / Fingering	C (Constantly)	51-100 lbs	N (Not Applicable)
Reach Outward	O (Occasionally)	Over 100 lbs	N (Not Applicable)
Reach Above Shoulder	O (Occasionally)	<b>Push/Pull</b>	
Climb	N (Not Applicable)	12 lbs or less	O (Occasionally)
Crawl	N (Not Applicable)	13-25 lbs	N (Not Applicable)
Squat or Kneel	N (Not Applicable)	26-40 lbs	N (Not Applicable)
Bend	N (Not Applicable)	41-100 lbs	N (Not Applicable)

<b>N (Not Applicable)</b>	Activity is not applicable to this occupation.
<b>O (Occasionally)</b>	Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
<b>F (Frequently)</b>	Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
<b>C (Constantly)</b>	Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

The College has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the College reserves the right to change this job description and/or assign tasks for the employee to perform, as the College may deem appropriate.

NWTC does not discriminate on the basis of age, race, color, disability, sex, gender, sexual orientation, gender identity, national origin or other protected classes.