

INNOVATIVE LEARNING SPECIALIST

Lacombe Campus

Job Announcement

Northshore Technical Community College is accepting applications for a part-time, temporary*, unclassified Grant Funded, position domiciled at the Lacombe Main Campus.

Applications will be accepted until position is filled, with preference being given to those received on or before September 2, 2019. All applicants are subject to a background check, in accordance with NTCC Policy HR-020, a criminal history check will be conducted on all new hires. NTCC participates in the federal E-Verify system for identification and employment eligibility purposes.

To apply please submit: (1) a letter of application, (2) a resume and (3) official transcript to:

Attention: Hiring Manager
Northshore Technical Community College
65556 Centerpoint Boulevard
Lacombe, LA 70445
Telephone number: 985-545-1215
Email: resumes@northshorecollege.edu

Job Summary:

The Innovative Learning Specialist collaborates with academic leaders and faculty in the planning, development, implementation, staffing, quality assurance, and student/faculty services supporting innovative learning. This position will focus on advancing and promoting the academic integrity of credit and non-credit online delivery methods. He/she will also help students determine career pathways, apply for DXC positions, and working with campus career planning and placement centers.

QUALIFICATIONS:

Minimum Qualifications:

- Bachelor's Degree in Education, Instructional Design, Educational Technology, or related field, required, Master's preferred
- Three (3) to five (5) years in instructional design and/or training related experience that includes at least two (2) years of supervisory/managerial experience
- Online teaching experience a must.
- Expertise in various online technologies for course content construction, course delivery, synchronous and asynchronous communication, project management, instructional design, and data-driven decision-making
- Experience troubleshooting computer applications that facilitate teaching and learning
- Demonstrated exceptional interpersonal communication and customer service skills;
- Experience administering a learning management system in higher education. (Canvas, preferred)

Preferred qualifications:

- Five or more (5+) experience working in higher education
- Master's degree in Higher Education, Instructional Systems, Instructional Design, Educational Technology, or related field
- Experience teaching online in higher education
- Experience implementing distance-learning initiatives and/or Open Educational Resources (OERs)
- Demonstrated experience supporting and developing a cooperative team of professionals

RESPONSIBILITIES:

- Serve as the Innovative Learning Specialist for the college on both the credit and non-credit side which includes packaging courses in effective ways with best practices and quality control
- Coordinate quality control for online courses. Including auditing online course sections based on pre-defined criteria, serving as a resource to faculty for online course development, and conducting annual evaluations for faculty who teach online.
- Support library's new Teaching and Learning Center with both adding to faculty professional development resources and with OER development.
- Assist with NTCC's faculty professional development and on-boarding with specific modules/trainings delivered throughout the first year.
- Coordinate training sessions and develop web resources to engage faculty on the use of educational technology support and best practices in online learning.
- Help NTCC faculty set goals, assessing faculty performance and providing feedback to develop their online teaching skills.
- Assist the Director of Innovative Technologies with helping students determine career pathways, apply for DXC positions, and working with campus career planning and placement centers.
- Making students familiar with DXC as a resource for internships and other work-based opportunities.
- Assist in preparation of activities and materials for any DXC events at the institution
- Responsible for attaining student retention and completion in order to meet project goals of providing a pipeline of DXC candidates.
- Work collaboratively within the system and with institutions in the state to share resources, ideas and best practices.
- The Innovative Learning Specialists will assist their campus team at meeting project objectives, as well as ensuring state-wide objectives are met.
- Other duties as assigned by the Vice Chancellor of Strategic Initiatives.

*The Innovative Learning Specialist position is a temporary position that is renewable each year during the duration of the DXC Higher Education Grant program.

1. **Skills/Abilities/Knowledge:** SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: analytical skills, applying assessment instruments, interpersonal skills, planning and managing projects, preparing and maintaining accurate records, quality customer service skills, using pertinent software applications, verbal and written communication skills, customer and student focus, supervisory and management skills, diplomacy skills, presentation skills, collaborative skills, and strong organizational and planning skills.

KNOWLEDGE is required to perform advanced math; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: pertinent codes, policies, regulations and/or laws, working with diverse populations.

ABILITY is required to gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes. In working with others, independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is limited to moderate. Specific abilities required to satisfactorily perform the function of the job include: adapting to changing work priorities, working and communicating with culturally diverse groups (service area, parental, governmental agencies) – both written and orally, establishing effective

relationships, maintaining confidentiality, meeting deadlines and schedules, setting priorities, working as part of a team, and ability to travel.

Must be able to communicate effectively in both written and verbal form. Must have the ability to follow instructions and prepare accurate paperwork. Must maintain confidentiality of work related information and materials. Must establish and maintain effective working relationships. Excellent customer service skills.

2. **Equipment Used:** Personal Computer and other equipment associated with a general office environment (copier, telephone, fax, etc.)

3. **Software Used:** A variety of word-processing, spreadsheet, database, e-mail, and presentation software. Employee must have basic to intermediate proficiency in the use of Microsoft Office Suite. Experience in Student information systems as well as is preferred.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this Job, the employee is regularly required to sit; use hands to handle or feel and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand; walk and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

INTERPERSONAL SKILLS:

Alternative or combined skills in understanding, counseling, and/or influencing people are important in achieving job objectives, causing action, understanding others, or changing behavior; and, skills of persuasiveness or assertiveness, as well as sensitivity to the point of view of others.

WORKING CONDITIONS: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate.

Northshore Technical Community College is an Equal Opportunity Employer

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, this Educational Agency upholds the following policy: Northshore Technical Community College campuses assure equal opportunity for all qualified persons without regard to race, religion, sex, national origin, age, handicap, marital status or veteran's status in admission to, participation in, or employment in the program and activities of this system. Each campus welcomes handicapped individuals and has made buildings accessible to them.