



## **Instructional Design Specialist**

Location: Clarenville Campus

Job Opening ID: 10387

Temporary, Full-Time

Commencing: As soon as possible until June 28, 2020

Deadline to Apply: May 27, 2019

### **INTERNAL POSTING**

**BACKGROUND:** College of the North Atlantic operates 17 campuses throughout Newfoundland and Labrador, serving over 7,000 full-time and 10,000 part-time learners each year. Distributed Learning provides course design; course hosting, online learner management, faculty training, instructional media development and 7-day help desk services to College students and partners. The award-winning Distributed Learning Service is seeking an Instructional Design professional to join its fast-paced motivated team located at the Clarenville Campus. Clarenville is a progressive, regional service hub for Newfoundland's East Coast, located about 200 km from St. John's.

**DUTIES:** Utilizing advanced knowledge of instructional design and learning technology, the Instructional Design Specialist coordinates, designs, and develops instructional materials with subject matter experts to ensure the creation of high-quality, distributed learning resources for adult learners in the College and with external clients.

By organizing and designing learning content into professional, clear, effective instruction, s/he designs interactive and engaging online activities to permit students to practice their learning and receive informative feedback; designs and develops assessment strategies, instruments and activities based on identified learning objectives; researches, writes, and produces relevant design documents to clearly identify scope of course, intended audience, development milestones, method of delivery, learning outcomes, roles and responsibilities of design team and administrative duties. The Instructional Design Specialist participates as a member of the Distributed Learning team and coordinates work assignments for Instructional Designers and Media Development staff. The Instructional Design Specialist works closely with the Associate Vice President of Connected Learning and provides project management and planning coordination for course development and implements course review/quality assurance processes for internal and external projects.

**QUALIFICATIONS:** The successful candidate must possess excellent management, communication, analytical skills, and the ability to establish and maintain effective working relationships and to work under minimal supervision. In addition, the individual must also have demonstrated knowledge, skills and experience in instructional design principles, project management, adult education and learning theory. The required knowledge and skills would normally have been acquired through completion of a Master's degree in Instructional Design or Instructional Technology and three to five years professional experience in the field of adult learning and project management combined with experience in the use of software applications related to online/multimedia course development.

**SALARY:** CG-E39 - \$62,535.20 - \$69,979.00 per annum

College of the North Atlantic is an Equal Opportunity Employer.

The successful candidate will be required to provide a recent Certificate of Conduct.

Please apply online complete with resume at [www.cna.nl.ca](http://www.cna.nl.ca). Proof of credentials and names of three professional references, including a current supervisor reference, will be required as part of the interview process.

Candidates must clearly demonstrate in their resume that they meet all of the required qualifications. Failure to do so may result in a candidate being screened out of the competition.

For questions regarding this job opening, please contact Sergio Deleon, Human Resources Consultant at [sergio.deleon@cna.nl.ca](mailto:sergio.deleon@cna.nl.ca) or by phone at (709) 758-7229.