TITLE: Online Course Developer

Funding for this position is made possible by the IHUM Grant of the State of Iowa.

DIVISION: Center for Teaching and Learning

SUPERVISOR: Dean of the Center for Teaching and Learning

BASIC FUNCTION: Works with the Center for Teaching and Learning to design and develop instructional material for online and hybrid courses that support alternative delivery of instruction at Northwest Iowa Community College. Assists faculty in developing web-based resources for campus classes. Serves NCC as the appointed ICCOC Mentor Trainer.

QUALIFICATIONS: Required – Bachelor’s degree in Education, Instructional Design, or related field. Minimum of three years of online instructional design and/or curriculum development experience. Basic computer skills.

Preferred – Bilingual in English and Spanish languages. Higher education teaching experience. Project management skills.

Copies of all academic transcripts are required. Unofficial copies are acceptable at the time of application. Upon receipt of a conditional offer of employment, a complete set of original transcripts will be required.

DESIRED QUALITIES AND CHARACTERISTICS
1. Web-based course development experience.
2. Instructional technology experience.
3. Demonstrates and utilizes effective needs analysis, project management, course development, and evaluation skills.
4. Can work independently or with a team to manage course development projects.
5. Experience with technical writing, teaching/training, assessment, performance measurement, and curriculum.
7. Instructional Design experience – must have samples of work.
8. Strong PC skills and expertise in MS office.
9. Desire to continuously learn new features of development tools and software.
10. Ability to prioritize, schedule, and meet deadlines.
DUTIES/RESPONSIBILITIES:

**Instructional Design**
1. Work with the Center for Teaching and Learning to complete all division goals and responsibilities.
2. Collaborate with faculty, deans, and the CTL to design and create quality online and hybrid courses.
3. Collaborate with faculty, deans, and the CTL to design and create digital learning assets for faculty developing campus, online, hybrid, and web-enhanced courses.
4. Research, facilitate, implement, and evaluate current and emerging technologies used in instruction.
5. Assist faculty in implementing active learning strategies in campus classes.
6. Plan and deliver in-service workshops to all faculty on quality instruction, active learning, and course development software. This may be done on campus or virtually.
7. Attend professional conferences that enhance quality instruction at NCC, including the annual ICCOC Spring Conference.

**Mentor Trainer**
1. As the mentor-trainer, is responsible for providing leadership and training services to online instructors at their respective colleges.
2. Responsibilities include collaborating with ICCOC Instructional Designer and Faculty Trainer to plan campus and consortium training initiatives and to serve in an advisory role, providing input to the oversight committee.
3. Participate in on-site meetings with mentor-trainers from other colleges to discuss and advance ICCOC teaching and learning immediately prior to Spring Conference kick-off each year.
4. Present a minimum of two sessions during the Spring Conference for faculty development each year.
5. Serve as trainer for new online instructors.
6. Work with ICCOC Instructional Designer to build and maintain online resources training new and seasoned instructors.
7. Serve as online instructor for current and future online EDU101 courses for new instructors.

**Related Areas**
1. Collaborate with grant staff to complete all grant objectives and reporting.
2. Prepare reports for the College, state, federal, and local agencies as required.
3. Participate in all college-wide activities, and provide training when appropriate.
4. Coordinate within the division the collection of necessary material for college catalog revisions.

**Other Duties**
1. Participate in the long and short range planning of the college.
2. Identify and recommend actions for process improvements.
3. Serve on and provide leadership to committees as appropriate.
4. Actively participate in state and national organizations as appropriate to division programs and/or college initiatives.
5. Maintain division standards consistent with NCC Board Policy, Department of Education, NCA, and other accreditation bodies.
6. Participate in appropriate quality faculty plan and staff development activities.
7. Perform other duties as assigned.
GENERAL PHYSICAL ACTIVITIES AND ENVIRONMENTAL CONDITIONS:

PHYSICAL ACTIVITY

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
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<tbody>
<tr>
<td>N</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>O</td>
<td>Occasional (10-33%)</td>
</tr>
<tr>
<td>C</td>
<td>Constant (67-100%)</td>
</tr>
<tr>
<td>S</td>
<td>Seldom (1-9%)</td>
</tr>
<tr>
<td>F</td>
<td>Frequent (34-66%)</td>
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</tbody>
</table>

S  Stooping: Bending body downward and forward by bending spine at the waist.
N  Kneeling: Bending legs at knee to come to a rest on knee and hands.
S  Crouching: Bending body downward and forward by bending leg and spine.
N  Crawling: Moving about on hands and knees or hands and feet.
F  Reaching: Extending hand(s) and arm(s) in any direction.
O  Standing: Particularly for sustained periods of time.
F  Sitting: Particularly for sustained periods of time.
F  Walking: Moving about on foot to accomplish task, particularly for longer distances.
S  Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward, and outward.
N  Pulling: Using upper extremities to exert force in order to draw, drag, haul, or tug objects in a sustained motion.
S  Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position to position.
C  Grasping: Applying pressure to an object with the fingers and palm.
C  Talking: Expressing or exchanging ideas by means of the spoken word either on the telephone or in person.
C  Hearing: Perceiving the nature of sounds.
N  Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc.
N  Balancing: Maintaining body equilibrium to prevent falling when walking, standing, or crouching on narrow, slippery, or erratically moving surfaces, such as roofs, catwalks, etc.
C  Repetitive Motion: Substantial movements (motions) of the wrists, hands, and/or fingers.
C  Visual Acuity: View computer and/or close visual work less than 18” of distance.
O  Travel: By means of transportation to on- and off-campus facilities, agencies, businesses, etc. (Own transportation or transportation provided by NCC.)

ENVIRONMENTAL CONDITIONS

None. Worker is not substantially exposed to adverse environmental conditions such as in typical office or administrative work.

The statements contained herein reflect general details as necessary to describe the essential job duties/responsibilities and performance expectations of the job, which should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned.
WAGE/SALARY RANGE: $40,000 to $45,000 annual salary

APPLICATION CLOSING DATE: Applications accepted until the position is filled.

ANTICIPATED EMPLOYMENT DATE: As soon as possible.

APPLICATION PROCESS: If submitting by mail, allow sufficient time so that it is received by the closing date. Application screening and interviewing will not be done until after the closing date unless noted otherwise.

A Northwest Iowa Community College application form must be completed and submitted by the specified time. A resume may be included, but will not take the place of a fully completed application form. Do not state “See Resume” in place of completing the respective information requested on the application form. Please remember to sign your application. When indicated, copies of all academic transcripts must be included.

You may complete the job application online at www.nwicc.edu by clicking on Alumni & Community and then NCC Job Postings.

SELECTION PROCESS: Applications will be reviewed by the appointed selection committee. Only applicants with completed materials will be considered. Appointments will be scheduled with those applicants selected for interviewing. Interview travel costs are at the applicant’s expense unless stated otherwise. All applicants will be notified in writing once the position is filled.

FOR INFORMATION CONTACT: Human Resources Office, Northwest Iowa Community College, 603 West Park Street, Sheldon, Iowa 51201; 712-324-5061, ext. 113, or 1-800-352-4907; or e-mail: sandy@nwicc.edu.

It is the policy of Northwest Iowa Community College not to illegally discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, religion, age, veteran status, physical or mental disability, and actual or potential parental, family, or marital status in its programs, activities, or employment practices as required by the Iowa Code sections 216.6, 216.9 and 19B.11, Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C.§§ 1681 - 1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), and the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.) and all other applicable federal and state laws, regulations and orders. Northwest Iowa Community College will not tolerate violations of state and federal nondiscrimination laws. All inquiries or grievances regarding discrimination based on the above listed traits or characteristics may be directed to the Equity Coordinators, Sandy Bruns (Director of Human Resources) or Beth Frankenstein (Director Secondary Programs and Student Development), Northwest Iowa Community College, 603 West Park Street, Sheldon, IA 51201, telephone 712-324-5061.