



INSTRUCTIONAL DESIGNER
YCCS TITLE – ASSISTANT COORDINATOR
(POSITION NO. FA354)

J. Sargeant Reynolds offers a variety of programs and services to the residents of the City of Richmond and the surrounding areas. Our three major campuses serve over 18,000 credit students and provide training for an additional 14,000 students. Over the years we have educated more than 275,000 people in the Richmond area, through the Community College Workforce Alliance (CCWA). Additional information is available at the College's Website: <http://www.reynolds.edu>.

The College is seeking applicants for the position of Instructional Designer. The position will be assigned to the Department of Technology, located on the Parham Road Campus, 1651 E. Parham Road.

TYPE OF APPOINTMENT	Full-time twelve-month professional faculty-ranked appointment. Salary commensurate with the education and experience of the applicant. Salary range: \$52,314 - \$89,645. Approximate maximum hiring salary: \$60,000.
QUALIFICATIONS REQUIRED	Master's degree in Distance Learning Instruction, Instructional Technology/Instructional Design/Educational Technology, Curriculum and Instruction, the Adult Learner, or related area. Considerable knowledge of teaching and learning theories for adult learners. Considerable knowledge of instructional design theory and applications. Knowledge of assessment and evaluation, as applied to distance learning and technology-assisted instruction. Skill in using learning management systems. Skill in the use of Microsoft Office products, synchronous communication applications, multimedia authoring tools, and knowledge of Web 2.0 tools. Demonstrated ability to design, develop and manage distance learning courses, and create online educational materials. Demonstrated ability in project management, including conception, design, planning, implementation, and in managing multiple tasks and projects. Demonstrated ability to communicate effectively, orally and in writing, and to work as a part of a diverse team in a fast-paced, frequently changing environment. The selected candidate must successfully pass the college's pre-employment security screening.
QUALIFICATIONS PREFERRED	Current experience teaching faculty in the use of multimedia technologies, course management systems, and other resources for the electronic delivery of instruction. Experience training or teaching in higher education, preferably online environment. Certifications in instructional design, online teaching or related areas. Experience with Blackboard 8 or higher.
POSITION RESPONSIBILITIES	The instructional designer leads teams that design and develop instructional materials for online and hybrid courses in collaboration with teaching faculty. The instructional designer determines and assists in the implementation of appropriate design methodology to provide an active, student-centered learning environment consistent with course objectives and quality assurance standards. The instructional designer provides instructional support to faculty, staff and students, mentors faculty, consults with instructional units to identify training needs, recommends training needs to the Center for Technology Training, and assists in the delivery of orientation to distance learning students.
APPLICATION PROCESS	Application reviews will begin MARCH 25, 2010 , and will be accepted until the position is filled.

To apply for this or any other JSRCC vacant position, please visit the Virginia Jobs website <http://jobs.virginia.gov/>. For full consideration, the cover letter, curriculum vitae, and unofficial transcripts must be received with the online application. Three current letters of recommendation relevant to this position and official transcripts must be received in the Office of Human Resources prior to the first day of employment.

Women and minorities are encouraged to apply.
 "Reasonable accommodations" are provided for applicants with disabilities.
 AA/EOE/ADA