



NOTICE OF POSITION VACANCY

Instructional Design Coordinator & Library Associate

Instructional Affairs / Library Services

Application Deadline: Open Until Filled

Salary: Commensurate with experience

Minimum Qualifications:

Requires a minimum of a Bachelor's degree in Instructional Design, Library and Information Science, Education, or a related degree from an accredited institution and a minimum of three years' post-secondary teaching and/or instructional design experience. A Master's degree in Instructional Design or a related field, an Instructional Design degree/certification and/or experience, or Quality Matters experience is preferred. Degree(s) and coursework must be from a regionally accredited college or university.

Certificates, Licenses, Registrations:

Valid state Driver's License required.

Quality Matters Certification preferred.

Duties and Responsibilities:

Reviews courses presented by faculty and recommends strategies to enhance course quality and effectiveness. Plans, develops, and evaluates learning activities and courses to facilitate the acquisition of knowledge. In coordination with subject area experts and College faculty, applies instructional design theories and methods to ensure the delivery of high-quality learning experiences. Converts courses into online and blended formats and ensures availability through CANVAS, the College's learning management system. Conducts instructional research, develops assessment instruments, maintains project documentation, and pursues continuous improvements to support the development of effective curriculum conforming to the Quality Matters certified course standards. Performs library duties as needed or assigned by the Director of Learning Resources.

Application information is available at <https://www.chipola.edu/about/administrative-offices/human-resources/job-openings/>. Inquires may be directed to Human Resources at chabotn@chipola.edu or (850)718-2205. Completed application, resume, and college transcripts should be submitted to:

**Chipola College
Human Resources
3094 Indian Circle
Marianna, FL 32446**

Candidates may be subject to background investigations, which may include, but are not limited to criminal history, credit history, driver's license, and/or previous employment and references.

Chipola College does not discriminate against any persons, employees, students, applicants or others affiliated with the college with regard to race, color, religion, ethnicity, national origin, age, veteran's status, disability, gender, genetic information, marital status, pregnancy or any other protected class under applicable federal and state laws, in any college program, activity or employment. Inquiries may be directed to Wendy Pippen, Associate Vice President of Human Resources and Equity Officer, 3094 Indian Circle, Building A, Room 183C, Marianna, FL 32446, 850-718-2269, pippenw@chipola.edu