University of the Bahamas

Open Learning Instructional Designer/Course Developer
University of The Bahamas, Commonwealth of The Bahamas

Date Posted	September 2018
Type	Three-year contract with an option to renew
Salary	Negotiable
Employment Type	Full-time

Instructional Designer/Course Developer

University of The Bahamas is seeking candidates with experience in instructional design. Working under the supervision of Director of UB Open Learning, Continuing Education and Lifelong Learning, and in concert with faculty and/or designated Subject Matter Experts (SMEs), the Instructional Designer/Course Developer (ID/CD) supports the University's open learning strategies. Specifically, the ID/CD will design and drive the development of on-line, web-enhanced, hybrid, blended and face-to-face courses and programmes in collaboration with faculty and/or designated Subject Matter Experts (SMEs). Additionally, the ID/CD will assist with the training of staff and faculty in the development and delivery of on-line courses and programmes.

Responsibilities. Design courses and course templates for the production of self-paced, instructor guided and instructor-driven on-line courses; develop self-paced, instructor guided and instructor-driven on-line courses and course materials in conjunction with faculty/SMEs; perform quality checks using the institution's Online Learning Quality Assurance Framework to ensure new and existing Distance Education courses are in compliance with quality assurance guidelines governing, but not limited to, pedagogy, instructional design, use of technology, distribution, course and content management, and resource deployment; assist the Director and Assistant Director, UB Open Learning, in providing training and capacity development opportunities for staff and faculty; produce scheduled progress and summative reports on course development and delivery; perform other related duties as assigned to support and promote on-line learning at the University.

Qualifications. Candidates must have a minimum of a Bachelor's degree in Instructional Design, Educational Technology, Distance Education, Education, or other related field. A Master's degree in Instructional Design, Educational Technology, Distance Education, Education or other related discipline is preferred. Three years of higher education experience in on-line course

design and development, faculty training, and programme/course assessment/ evaluation; effective organisational planning, communication and interpersonal skills. Experience with the MOODLE platform is mandatory.

The ideal candidate will have an understanding of pedagogy and andragogy and the ability to apply best practices to the design of on-line teaching and learning; knowledge of, and demonstrated ability to apply, Instructional Design models/principles to an on-line environment; knowledge of various on-line assessment techniques and methods; familiarity with copyright laws and Creative Commons and how they pertain to on-line courses. Experience in Project Management, Quality Assurance, and/or Monitoring and Evaluation will be an asset. Knowledge of, and experience applying cognitive theories of learning and motivation to the design of instruction will be an asset. Experience with any or all of the following tools will be an asset: Learning Management Systems (LMSs), Virtual Learning Environments (VLEs) Course authoring tools, Open Educational Resources (OERs), Open Source Software.

Setting. University of The Bahamas (UB) is a vital catalyst for national development. Chartered on 10th November 2016, UB had its genesis in The College of The Bahamas which was established in 1974. Since 1995, the institution's academic offerings have expanded through the introduction of baccalaureate degree programmes offered across a broad range of approximately 60 majors. Master's degree programmes have included an MBA and an MSc in Reading and Inclusive Education as well as graduate degree programmes offered in collaboration with various US universities. UB operates from the Oakes Field Campus and the Grosvenor Close Centre in New Providence; UB-North in Grand Bahama; and the Gerace Research Facility in San Salvador. Additional sites are planned for throughout the archipelago.

Application. Application materials should include:

1. A cover letter describing academic philosophy and vision, research and publications;
2. Copies of academic certificates;
3. Copies of transcripts of all undergraduate and graduate degree programmes completed;
4. A current and complete curriculum vitae;
5. Copy of relevant pages of a valid passport showing photo ID, passport number and expiration date;
6. Names and contact information of three persons who can provide letters of reference;
7. Completed UB Application for Employment Form found at this link: http://www.ub.edu.bs/wp-content/uploads/2017/01/Application-for-Employment-Staff.pdf.

To Apply: Apply electronically at facultyapply@ub.edu.bs noting the position in the subject field. Only electronic submissions will be accepted. Attach the following in **_one e-file/document_** with your electronic submission: cover letter; academic certificates; transcripts; curriculum vitae; copy of relevant pages of valid passport; names and contact information of three letters of reference; and a completed UB Application for Employment form. Additional materials will be required of shortlisted candidates. For additional information or informal inquiries, contact provostoffice@ub.edu.bs.