

ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY

Foothill College

Instructional Designer, Foothill Global Access

Job #07-013

Closing Date: 08/25/06

The Foothill-De Anza Community College District is currently accepting applications for **Instructional Designer, Foothill Global Access, Foothill College**.

DUTIES AND RESPONSIBILITIES OF THE POSITION INCLUDE:

Under the direction of the Dean of Foothill Global Access, act as a resource to assist faculty in the design, development and management of web-based course technology, mediated instruction, and concepts of online course delivery. Provide technical support and customer service for faculty and students in technology and use of web-based courseware. Develop and implement training programs designed to assist faculty in understanding pedagogical principles of technology-mediated learning. Support faculty in the development of courseware, guiding them with principles of good instructional design and pedagogical theory and practice. Assist in the hands-on development of web-based materials designed to engage users and achieve learning objectives. Collaborate with faculty in the creation, conversion and maintenance of web-based courses, modules and other learning resources. Oversee and maintain the Foothill Global Access website. Research advances in web-based course development technologies and recommend various products in the development planning processes. Research and improve instructional delivery methods and operations with the assistance of faculty, vendors and development team members. Assist in the incorporation of multimedia instructional course content materials including images, CDROM, video, audio and electronic library materials. Assist in the development of the Foothill Global Access presence on the web by creating and maintaining online orientations, surveys, syllabi, other templates, and tools in support of faculty and students. Create documentation on internal procedures, prepare statistical reports and document various faculty and vendor activities. Perform other related duties as assigned.

MINIMUM QUALIFICATIONS:

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Any combination equivalent to a Master's degree in Instructional Design or Instructional Technology, or related academic technology fields.
3. One year experience in academic technologies and web development.
4. Experience in courseware and web development with emphasis on instructional design experience.

PREFERRED QUALIFICATIONS:

1. Knowledge of web-based and multimedia instructional material development software such as Captivate, Flash, Photoshop, Illustrator, iLive or other tools for the creation of graphics and multimedia.
2. One year experience in providing technical support.
3. Knowledge of HTML, web-editing applications, Windows XP, Mac OSX.
4. Knowledge of good pedagogical practice.
5. Knowledge of SCORM, Section 508, W3C accessibility guidelines.
6. Ability to develop web pages using HTML, web authoring tools and scripts.
7. Experience in web site development, maintenance, and support of software applications, course management systems, and tools in a higher education setting.
8. Experience working with faculty and students providing technical support and customer service in technology.
9. Knowledge of web-based course management systems.
10. Ability to work on multiple projects simultaneously.
11. Ability to be responsive to user requests, using tact, patience, and courtesy.
12. Ability to meet schedules and timelines.
13. Ability to plan and organize work.

APPLICATION MATERIALS:

1. A District application to be completed at www.fhdajobs.net (a paper application is available by visiting www.fhda.edu or by contacting Employment Services).
2. Resume of all work experience, formal education and training.
3. Cover letter addressing your qualifications for the position of Instructional Designer, Foothill Global Access.
4. A separate document that provides information which demonstrates your understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.

Incomplete application packets will not be forwarded to the search committee for review.

Application materials become the property of the District and will not be returned.

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CONDITIONS OF EMPLOYMENT

Salary: \$5,405.62 per month plus benefits; level N-60

Position: Full-time, Permanent, 12 months per year

Starting date: As soon as possible upon completion of the search process.

Excellent benefits package which includes full cost medical coverage for employee and eligible dependents, dental, vision care, employee assistance program, long term disability, retirement benefits and basic life insurance.

For information on our benefits package that includes fully paid medical for employees and dependents, visit our web site:

<http://hr.fhda.edu/benefits>

Persons with disabilities who require reasonable accommodation to complete the employment process must notify Employment Services no later than the closing date of the announcement.

The successful applicant will be required to provide proof of authorization to work in the U.S.

All interviewing costs incurred by applicant are the responsibility of the applicant.

For more information about our application process contact:

Employment Services

Foothill-De Anza Community College District

12345 El Monte Road

Los Altos Hills, California 94022

(650) 949-6217

Email: employment@fhda.edu

<http://www.fhda.edu>