VACANCY

at

RUST COLLEGE - HOLLY SPRINGS, MISSISSIPPI  38635

Applications are invited for consideration for appointment to the following position:

**TITLE:**  E-Learning Instructional Designer

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<tr>
<th>DEPARTMENT:</th>
<th>DATE TO BE FILLED:</th>
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<tbody>
<tr>
<td>Academic Affairs</td>
<td>Immediately</td>
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**RANK OR POSITION AND SALARY RANGE:**  Negotiable based on experience

**BRIEF DESCRIPTION OF RESPONSIBILITIES:**  Rust College is seeking an e-Learning Instructional Designer to join the Academic Affairs team during Rust College’s season of T.R.A.N.S.I.T.I.O.N. (Teamwork, Respect, Accountability, Nimble, Student-Centered, Innovation, Technology, Integrity, Optimistic, Nurturing). Working under the direction of the Vice President of Academic Affairs, the e-Learning Instructional Designer will provide administrative oversight of distance learning education courses/programs and ensures the quality and rigor of online and distance learning services at Rust College, the oldest historically black college and university in the state of Mississippi.

The e-learning Instructional Designer also works with faculty to design and develop learning and practicing experiences. The goal is to facilitate learners in acquiring knowledge, skills, and competencies in an effective and appealing manner in the distance learning environment. **Duties include:**

- Manages administrative functions of the distance learning program.
- Conducts ongoing assessments of the college’s distance learning policies, procedures, and implementation strategies.
- Develops college strategic initiatives and participates in long term planning and policy setting.
- Provides leadership and professional development in areas of curriculum development, institutional assessments, and improvement.
- Creates engaging learning activities and compelling course content that enhances retention and transfer.
- Works with subject matter experts and identify target audience’s training needs.
- Conducts instructional research and analysis on learners and contexts.
- Applies tested instructional design theories, practice, and methods.
- Provides exercises and activities that enhance the learning process.
- Creates supporting material/media (audio, video, simulations, role-plays, games, etc.)

The job duties listed are typical examples of work performed by positions in this job classification and are not designed to contain or be interpreted as a comprehensive inventory of all duties, tasks, and responsibilities. Specific duties and responsibilities may vary depending on department or program needs without changing the general nature and scope of the job or level of responsibility. Employees may also perform other duties as assigned.

**QUALIFICATIONS:**

To be successful in this role, a candidate must have:

- Bachelor's degree in Instructional Design, Educational Technology, or similar field. (Master’s degree preferred)
- Excellent knowledge of learning theories and instructional design models
- Lesson and curriculum planning skills
- Basic HTML and Flash programming knowledge
- Solid knowledge of course development software and at least one Learning Management System
- Visual design skills (Dreamweaver, Photoshop, Illustrator) and ability to storyboard.
- Successful track record of establishing credibility and trust within an organization.
- Excellent facilitation and oral and written communication skills; ability to prepare clear and concise reports and deliver formal presentations or training to senior management and other audiences.

**SPECIAL INFORMATION:** Rust College is a historically black college located in Holly Springs, Mississippi. Rust is a private, coeducational, four-year, residential, comprehensive Liberal Arts institution, affiliated with the United Methodist Church. Founded in 1866. The campus is located 35 miles east of Memphis, Tennessee. The Federal Government requires that every individual hired since May 31, 1987 complete the I-9. This requirement is in response to the Immigration Reform and Control Act of 1986. Form I-9 has been developed to verify that persons are eligible to work in the United States.

Persons interested in the above position should submit a resume along with a letter of interest to:
Mr. Corey Buchanan, Director of HR
Rust College
150 Rust Avenue
Holly Springs, MS 38635
E-Mail: Careers@rustcollege.edu

**CLOSING DATE FOR RECEIPT OF APPLICATION:** Open until a qualified applicant is found

**POSTING DATE:**

Rust College is an equal employment opportunity and affirmative action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, protected veteran status, or any other characteristic protected by law. Rust College is an equal employment opportunity and affirmative action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, protected veteran status, or any other characteristic protected by law.