E-Learning Instructional Designer
Job Description

DIVISION/DEPARTMENT: Academic Affairs
DATE TO BE FILLED: January 2023

SALARY: Commensurate with Experience

SUMMARY
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.

QUALIFICATIONS
- 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.

RESPONSIBILITIES
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.
SPECIAL INFORMATION
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.

ABOUT US
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 college has 900 plus full and part-time students and 47 faculty members representing diverse, social, cultural, ethnic, racial, and national backgrounds. The campus is located 35 miles east of Memphis, TN.

RUST COLLEGE IS AN EQUAL OPPORTUNITY\AFFIRMATIVE ACTION EMPLOYER
Rust College values diversity and seeks talented students, faculty, and staff from diverse backgrounds. The college does not discriminate based on race, color, sex, sexual orientation, religion, national or ethnic origin, age, disability, or status as a disabled or Vietnam Era veteran in its activities, programs, or employment practices.

TO APPLY
Persons interested in the above position should submit a resume along with a letter of interest to:
careers@rustcollege.edu

Mrs. Angela Williams, HR Manager
Rust College
150 Rust Avenue
Holly Springs, MS 38635

Closing Date: Open Until Qualified Applicant is Found
Posting Date: 6/2022