Academic Instructional Technologist

Virginia Union University (VUU), founded in 1865, is one of the oldest historically black colleges in America, and is a premier liberal arts institution located in Richmond, Virginia. The University is accredited by the Southern Association of Colleges and Schools and provides a nurturing, intellectually challenging and spiritually enriching environment as it develops scholars, leaders, and lifelong learners. Virginia Union University has a student body of approximately 1700 undergraduate and graduate students including the School of Theology.

Job Description:

- Assess, design, develop, implement and evaluate online courseware for Online Courses and Programs
- Apply best practices and knowledge of instructional design and adult learning theory to the strategy, design, and delivery of online programs
- Identify program needs, analyze and logically organize information, and transform information into professionally designed, engaging and effective online programs
- Apply a systematic instructional design and development model to an online program.
- Provide recommendations regarding all aspects of the content arrangement, sequencing of lessons, use of assessments, and selection of class activities
- Utilize multimedia technology and authoring tools to develop interactive, engaging online programs
- Consult with Subject Matter Experts and others to design and develop hands-on exercises, scenarios, assessments, self-study, discussions and other online instructional content that effectively engages the student
- Collaborate with Subject Matter Experts, graphic designers, developers, and other personnel to ensure the highest level of quality in final products
- Convert on ground content to online environment and additional courseware as required
- Maintain and develop course templates, models, standards, and procedures for review and approval
- Identify problems in curriculum development process and develop solutions to ensure both quality standards and planned deadlines are achieved; alert management to quality related issues and/or delays in program development
- Review online courses regularly for quality and ensure alignment of all instructional materials prior to release and during quality review cycles
- Regularly maintain and update online course content based on feedback from students, faculty, program surveys, Learner Services, Operations, and other functional areas
- Other duties as assigned
- Perform duties from VUU campus

Requirement/Qualifications:
- Master's degree in Education or Instructional Design and Technology is preferred
- Online curriculum development experience
- 3+ years in training, education, or instructional design
- Previous teaching experience in higher education (preferred)
- Knowledge of LMS, particularly Jenzabar is preferred

- Demonstrated ability to apply principles of adult learning, learning styles, and various instructional design approaches and processes to the learning content
- Advanced proficiency with MS Word, Excel, & PowerPoint

Salary: Commensurate with Education and Experience

How to Apply: For qualified applicants, the application packet should contain a cover letter, resume, and a list of three professional references along with contact information. Submit complete packet electronically to Resumes@vuu.edu

Persons who need reasonable accommodation under the Americans with Disabilities Act to participate in the application process should contact the Office of Human Resources at 804-257-5841.

The selected applicant is required to submit to a background investigation. VUU is an Equal Opportunity Employer. We consider qualified applicants without regard to race, color, religion, sex, national origin, sexual orientation, disability, gender identity, protected veteran status, or other protected class.