

NOTICE OF VACANCY

November 8, 2021



Instructional Designer

NASNTI Title III Grant

SALARY: \$50,000.00 (5-year, grant funded position)

BENEFITS: Excellent fringe package includes pension plans and life, health, dental and vision insurance.

STARTING DATE: December 2021 or sooner

RESPONSIBILITIES:

- Work closely with faculty members to develop and teach new remote IDS courses.
- Research and apply industry standards of best practices and successful strategies to each IDS class designed for remote modes
- Ensure that all newly developed remote classes are integrated into CANVAS, the USAO learning management system.
- Responsible for monitoring each new remote class for retention fall to fall, academic success (C or better), and graduation rates throughout the life of the grant.
- Prepare accurate and timely reports to the NASNTI Director to identify strengths and weaknesses of the new design for teaching remotely.
- Work with faculty members to modify course delivery strategies as appropriate.
- Work with NASNTI Director to ensure data and narrative of institutional and federal reports is accurate and submitted on time.

QUALIFICATIONS:

- Masters' degree in Instructional Design or closely related field.
- Experience with curriculum development and course design.
- 3-5 years teaching experience at a university or college.
- Excellent oral and written communication skills
- Ability to work independently as well as a team member.
- Experience working with high-risk and traditionally underserved college students including Native American, low-income students with disabilities, and English learners.
- Prior federal grant experience preferred.
- Individuals from Native American communities and/or individuals who have successful experience with developing or managing programs for disadvantaged student populations, including low-income and Native American students, are strongly encouraged to apply.

TO APPLY:

Send a completed USAO application (available at <https://usao.edu/about/personnel.html>), letter of interest, detailed résumé, unofficial copies of college transcripts, and the contact information including e-mail addresses for three references, to hr@usao.edu. You may also mail them to the Human Resources Office, University of Science and Arts of Oklahoma, 1727 W. Alabama, Chickasha, OK 73018-5322 ATTN: HR Office.

Application review begins **November 22, 2021** and will continue until position is filled.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The University of Science and Arts of Oklahoma is an equal opportunity, affirmative action institution. Science and Arts welcomes applications without regard to age, race, gender (including pregnancy), national origin, disability, religion, marital or parental status, protected veteran status, military service, genetic information, sexual orientation or gender identity. Persons must have proof of legal authority to work in the United States on the first day of employment.

As required by the US Department of Education, employees are required to report violations under the Title IX and, under the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act), select individuals are required to report crimes. If this position is identified as a Campus Security Authority (Clery Act), you will be notified, trained, and provided resources for reporting.