



U N I V E R S I T Y
OF
T O C C O A F A L L S

Position Title: Instructional Design Coordinator

Reports to: Dean of Distance Education & Dean of Graduate Studies

Appointment: Salary, Exempt

POSITION SUMMARY:

The Instructional Design Coordinator partners with faculty across all academic disciplines to strengthen the quality, consistency, and effectiveness of course design and delivery in UTF's online programs at both the undergraduate and graduate levels. Reporting to the Dean of Distance Education and Dean of Graduate Studies, this preferably campus-based position implements instructional tools, leads faculty training sessions, pursues high-quality course presentation, and helps ensure UTF courses reflect sound pedagogy, consistent with the University's Christian mission.

TASKS:

- Collaborate with the Vice President for Distance Education, Dean of Distance Education, Dean of Graduate Studies, and Director of Dual Enrollment to ensure the quality and integrity of online courses.
- Implement instructional tools and technologies across undergraduate online, graduate online, as well as residential courses that utilize UTF's LMS.
- Manage multiple instructional design projects concurrently across a range of academic disciplines.
- Identify and resolve course design and delivery issues in collaboration with full-time and adjunct faculty, Department Chairs, Online Department Coordinators, and Graduate Program Directors.
- Audit courses for alignment between learning objectives and assessments, instructional materials, accessibility, and effective use of multimedia.
- Evaluate and assist in the design of course and program assessments for relevance to assigned learning objectives.
- Host professional development workshops open to all part-time and full-time UTF faculty.
- Help new faculty acclimate to UTF's online environment and train faculty on newly adopted tools.
- Assist faculty with lecture video creation, gradebook management, branding, graphics, and design needs for course materials.
- Promote a consistent user-interface experience across undergraduate and graduate online courses.
- Maintain current understanding of best practices for online higher education, including around the use Artificial Intelligence.
- Ensure digital course content is compliant with Web Content Accessibility Guidelines (WCAG)

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SKILLS AND ATTRIBUTES:

- Spiritually mature Christian in agreement with the university statement of faith and committed to the vision, mission and values of the University of Toccoa Falls.
- Judgment and critical thinking, with the ability to weigh the costs and benefits of instructional design decisions.
- Strong written and verbal communication skills, with the ability to train and present to faculty.
- Future-oriented disposition and broad knowledge of higher education best practices.
- Ability to manage multiple projects across a range of academic disciplines and collaborate effectively with faculty, staff, and administrators.

Proficiency preferred in:

- Moodle and other learning management systems;
- Instructional design principles, including course auditing for outcome alignment, accessibility, and quality;
- Responsible and effective use of artificial intelligence in course design and assessment;
- Video creation and editing to support faculty in lecture development;
- Graphic design and UTF branding standards;
- Instructional technologies across undergraduate online, graduate online, and residential modalities.

EXPERIENCE & EDUCATION:

Bachelors degree required. Master's degree and training in instructional design are strongly preferred. Ability to demonstrate requisite skill and experience as described above.

PHYSICAL REQUIREMENTS:

The ideal candidate must be able to complete all physical requirements of the job with or without a reasonable accommodation.

APPLICATION PROCESS:

The UTF application as well as the list of other required application materials can be found at <http://www.utf.edu/employment/>. Review of applications will begin immediately, and the position will remain open until filled. All application materials must be submitted for a candidate to be considered. Questions from potential candidates regarding this position can be directed to the Dean of Distance Education, Dr. Erich Pracht at epracht@utf.edu.

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