

Job Description

Position: Multimedia Instructional Designer	Department: Esperanza College
Reports to: Associate Dean of Academic Success	FLSA Status:
Revised: June 2023	Classification: Regular Full-Time

POSITION SUMMARY

Esperanza College of Eastern University, a faith-based higher education institution has an opening for a full-time (40 hours/week) Online Learning Outreach Coordinator under its Title V project titled Interactive and Inclusive: Equitable Access to Online Learning Program for Underserved Latinos, a five-year grant funded by the U.S. Department of Education.

The Title V project at Esperanza College seeks to strengthen the institution and improve educational access and success for Hispanic postsecondary students by expanding curricular access and quality online education, and through enhanced student success services and programming. This position is funded through September 2027.

Under the direction of the Associate Dean for Academic and Student Success and in collaboration with the Online Learning Coordinator (OLC) the Multimedia Instructional Designer supports Esperanza College in its expansion of online curricular programming and improved online instruction. The Multimedia Instructional Designer provides instructional and program design expertise for the development and support of online courses. It is responsible for assisting faculty in the design of online coursework and instructional practices, development of learning resources, and revising of courses and course segments to online delivery methods. The Multimedia Instructional Designer supports the customized development of online courses that foster equitable intercultural learning and promote diversity and inclusion.

ESSENTIAL FUNCTIONS

- Advises, assists, and trains faculty in the development and design of distance education courses, redesigns course content and integrates media technologies into traditional course content and converts new or existing course content into online formats.
- Recommends appropriate use of technology to meet instructional objectives.
- Provides technical assistance to faculty and staff in the use and maintenance of online learning modules, including multi-media components.
- Uses project management systems to monitor, update, and report on the status of ongoing projects.
- Coordinates systems related to faculty peer-review programs for online courses.
- Assists in the development of online course templates (“master classes”) for departments and programs.

- Maintains and updates instructional and design best practices and course review information.
- Provides related support services for instructional resources, troubleshoots, resolves related technology and system access issues, and other related distance education support.
- Works with Eastern University to ensure that student and faculty support for online learning is being provided.
- Supports the Online Learning Coordinator in the development of professional development opportunities for faculty and academic staff assigned to online learning.
- Works collaboratively with the Online Learning Coordinator, Academic Program Directors, and Deans to promote Esperanza College's online programs.
- Completes monthly progress reports related to Title V objectives.
- Assists Title V Project Director in preparing for yearly External Evaluation
- Maintains Title V documentation, filing and electronic record keeping as per grant and Esperanza College procedures.
- Attendance to meetings and/or conferences focused on Hispanic Serving Institution and/or online course design and online instructional pedagogy. Approval based on budget considerations.

EDUCATION, EXPERIENCE, KNOWLEDGE, AND SKILL REQUIREMENTS

- Bachelor's degree from an accredited institution in Educational Technology, Instructional Technology or Design, or Computer Education and Technology or related field required. Master's degree preferred.
- Experience in course design, curriculum design, training, or online learning
- Experience with online course management tools, graphic and multimedia authoring software
- Experience managing and administering complex projects.
- Related work in a higher education setting preferred.
- Able to operate in concert with the mission and doctrinal statements of Esperanza College and Eastern University is required.
- Demonstrated work and respect for diverse constituencies and within the cultural and arts landscape of Hunting Park, the Philadelphia region, and beyond.
- Keen attention to detail, effective interpersonal, written, and oral communication skills, the ability to take initiative and strong customer service skills are essential.
- Demonstrated Ability to establish and maintain effective working relationships with various department staff, university staff, prospective students, and the public
- Bilingual; fluent in English and Spanish.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee will frequently stand; walk; sit; use hands to finger, handle, or feel objects, tools, or equipment; reach with hands and arms; balance; talk or hear. The employee will occasionally climb stairs; stoop; kneel; crouch or crawl; taste or smell.
- The employee must occasionally lift and/or move up to 20 pounds.
- Heavy desk top computer and keyboarding activities daily.
- Specific vision abilities required by the job include close vision; distance vision; color vision; peripheral vision; depth perception; and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is usually moderate.
- Although work is primarily indoors, you may be required to travel outside to business partner and community locations.
- Position will require occasional full or partial day or multiple day trips locally or nationally to attend conferences, seminars, and meetings.
- The college serves its students from 8:00 am – 10:00 pm as such work schedule will include some evening hours on a regular basis.
- Experience working with the Hispanic community, especially within an urban setting is required.
- Candidate must identify with and be fully committed to Esperanza's vision and mission.
- Candidate must be fully committed to Eastern University's vision and mission and sign and promote its faith statement.
- This position regularly interacts with college administrative staff and the Executive Dean

Esperanza College offers a comprehensive employee health & wellness benefits program. Our campus is located at: 4261 North 5th Street Philadelphia, PA 19140.

Interested candidates should email a resume along with salary requirements to:
Shelby McMillian to: smcmillian@esperanza.us.

For more information, check us out on the web at: esperanza.eastern.edu