

## **Manager of Instructional Design - Herbert Wertheim College of Medicine -FIU**

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Job ID: 523221

Location: Modesto A. Maidique Campus, Miami, FL

Full/Part Time: Full-Time

**Close Date: 04/06/2021**

Regular/Temporary: Regular

### **About FIU**

Florida International University is Miami's public research university, focused on student success. According to U.S. News and World Report, FIU has 42 top-50 rankings in the nation among public universities. FIU is a top U.S. research university (R1), with more than \$200 million in annual expenditures. FIU ranks 15th in the nation among public universities for patent production, which drives innovation, and is one of the institutions that helps make Florida the top state for higher education. The Next Horizon fundraising campaign is furthering FIU's commitment to providing students Worlds Ahead opportunities. Today, FIU has two campuses and multiple centers, and supports artistic and cultural engagement through its three museums: Patricia & Phillip Frost Art Museum, the Wolfsonian-FIU, and the Jewish Museum of Florida-FIU. FIU is a member of Conference USA, with more than 400 student-athletes participating in 18 sports. The university has awarded more than 330,000 degrees to many leaders in South Florida and beyond. For more information about FIU, visit [www.fiu.edu](http://www.fiu.edu).

### **Job Summary**

The Herbert Wertheim College of Medicine is currently seeking a Manager of Instructional Design to join our team of professionals.

### **Duties Include:**

- Provides leadership on the instructional design and development of courses and trainings aligned with the College of Medicine's curricular and training needs, goals, and standards; Identifies existing and new pedagogies and instructional technology to design an effective and engaging learning experience to support various modalities (i.e., face-to-face, hybrid, online, blended) as needed.
- Manage a team of instructional designers (IDs). Works side-by-side with the team to design and produce courses and instructional materials leveraging a wide variety of instructional tools and multimedia services.
- Assists in establishing priorities and maintains quality control throughout the entire course development process and ensures timelines are met. Evaluates and updates quality assurance measures to ensure measures are effective and efficient in order to meet the needs of the Herbert Wertheim College of Medicine (HWCOM).

- Provides instructional design services to faculty and course directors utilizing HWCOT's CanvasMed Learning Management System (LMS) for delivery of course content including online course materials, assignments, discussion sessions, exams, evaluations, etc.
- Provides instructional design consultation and collaboration with faculty on curricular objectives for enhancement or renovation of learning materials (i.e. PowerPoint, online material, etc.) and pedagogical best practices.
- Advises and assists faculty to successfully use technology for teaching, learning, and collaborating including development of interactive blended learning, hybrid-flexible (HyFlex) courses, and collaborating with faculty at using video communication platforms.
- Collaborates on planning for instructional technology initiatives with Herbert Wertheim College of Medicine (HWCOT) and central FIU teams as needed.
- Supervises and evaluates staff and assigns roles and responsibilities for all curriculum-based solutions.
- Provides instructional design services to faculty for course creation and development whether the course is instructor led or online.
- Provides instructional design services to faculty utilizing HWCOT's CanvasMed LMS for delivery of course content including online course materials., assignments, discussion sessions, exams, evaluations, etc.
- Develops and conducts trainings and workshops based on the needs of the HWCOT.
- Provides weekly and regular reports on instructional design team projects and tasks; Utilizes project management methodology and application for planning, tracking, and reporting on projects; Utilizes the Medzen ticketing system for intake and tracking of service requests.
- Develops annual budget growth projections to include tech, hiring, and expected outcomes as success factors.
- Troubleshoots on both the technical and operational side of technology-based programs.
- Recommends appropriate policies, best practices, and administrative procedures in compliance with technology-related issues that affect the security of sensitive information and Liaison Committee for Medical Education (LCME) accreditation requirements.
- Researches best practices to enhance instructional design and delivery with the assistance of faculty, students, and team members.
- Performs essential duties in any emergencies such as hurricanes, public health emergencies, and/or any other university emergency closing. The employee is expected to be available to report to work as needed during university emergency closing with appropriate notification of a department administrator.
- Performs related duties as required or as directed. The omission of specific duties does not preclude the supervisor from assigning duties that are logically related to the position.

### **Minimum Qualifications**

Bachelor's degree and four (4) years of appropriate experience, or Master's degree and two (2) years of experience.

### **Desired Qualifications**

Experience working with Canvas learning management system (LMS), Panopto (Lecture Capture Solution), and other e-learning software (Storyline, Captivate) highly desired. Previous experience managing Instructional Design projects and teams.

Job Category: Administrative

Advertised Salary: Starting at \$75,000

Work Schedule: Begin time: 8:30 AM End time: 5:00 PM

### **Pre-Employment Requirements**

Criminal Background Check

Fingerprinting Check

\*This posting will close at 12:00 am of the close date.

### **Disclosures**

Clery Notice

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, the University Police department at Florida International University provides information on crimes statistics, crime prevention, law enforcement, crime reporting, and other related issues for the past three (3) calendar years. The FIU Annual Security report is available online at: <https://police.fiu.edu/download/annual-security-fire-safety-report/>.

To obtain a paper copy of the report, please visit the FIU Police Department located at 885 SW 109th Avenue, Miami, FL, 33199 (PG5 Market Station).

Pay Transparency

Florida International University will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information.

FIU is a member of the State University System of Florida and an Equal Opportunity, Equal Access Affirmative Action Employer all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or protected veteran status.