



Learning Design Contractor

Tiffin University was established in 1888 and now offers nationally accredited graduate and undergraduate degrees in Business Administration, top-notch bachelor's and master's degrees in Criminal Justice and Social Sciences, and distinctive degrees in the Arts and Sciences. All through our history, the University has nurtured a student-centered setting and a strong sense of real community for our students, faculty and staff. Tiffin University has always believed in offering the highest quality education – “an education for life.”

The main campus in Tiffin is a beautiful 130-acre blend of traditional historic and modern buildings that create a vibrant and warm home for an educational community. In addition to the growth in Tiffin, TU graduate and undergraduate programs are offered online and at Cincinnati, Columbus, Fremont, Toledo, and at several sites in the Greater Cleveland area. The MBA is also offered at Bucharest, Romania.

From academic programs in sports and recreation management to homeland security/terrorism, communication and management, TU offers more than 25 majors through on-campus and online learning that result in real advantages for our students.

GENERAL JOB DESCRIPTION

Under the direction of the Director of Learning Design, the Learning Design Contractor actively collaborates and engages with faculty to design and build engaging “next generation” credit and non-credit online courses in accordance with established processes and practices. By serving as an experienced voice for innovative design approaches, the Learning Design Contractor ensures the development and deployment of student-driven for-credit and not-for-credit curricula which feature a distinctive learner experience and meet (or exceed) the university’s standards for quality.

MAJOR DUTIES AND RESPONSIBILITIES

Manage online course production process from design and planning through course launch, generating on time, aligned, and complete deliverables.

- Collaborate with Subject Matter Experts (SME) to design and build engaging online courses, assessments and activities in accordance with established processes and practices.
 - Provide guidance and support to SME through each stage of course development.
 - Foster faculty “buy-in” for online course delivery strategies
 - Advocate for positive learning outcomes and user experience
 - Use eLearning authoring tools to design and develop interactive learning solutions
 - Work with TU Library Staff to identify potential course resources and material
 - Manage intake and organization of digital assets throughout course development process
 - Utilize rapid design and development strategies as needed to support the creation of interactive content
 - Create course materials which follow Universal Design Principles
 - Adhere to product schedules to produce quality deliverables for multiple projects.



- Implement university outcomes assessment activities in the context of specific courses.
- Follow Center for Online and Extended Learning (COEL) processes for course development
- Communicate development progress with Director of Learning Design and program chairs
- Engage creativity in finding innovative solutions to online course delivery challenges
- Support the sustainable, scalable, and accessible integration of “principles of good practice” in online course design.

QUALIFICATIONS FOR THE JOB

Education:

Master’s degree in Instructional Design or a closely related field preferred.

Experience:

A minimum three (3) years’ experience in online curriculum design and development in the higher education context.

Other:

- Experience with Learning Management Systems (Moodle preferred)
- Experience with a variety of authoring or web design software/tools
- Basic knowledge of html editing
- Proficiency in written and verbal communications.
- Demonstrated knowledge of online and adult learning methodologies.
- Experience with outcomes assessment and alignment.
- Ability to organize and support cross-functional team activities.
- Experience in research and presentation/publication of results.
- Demonstrated adherence to accessibility standards and Universal Design principles.
- Customer service focus and a strong work ethic.
- Ability to collaborate in a virtual environment
- Ability to work independently

EXPECTED KEY COMPETENCIES (ORGANIZATIONAL FIT)

- Interdependence:* Fosters collaboration across the University
- Communication:* Strong decision making and communication skills
- Accountability:* Formulates effective and progressive strategies aligned with University mission and values
- Respect:* Creates an engaging, collaborative class room environment by bringing diverse students and ideas together.
- Entrepreneurship:* Influences and Inspires

ALL QUALIFIED APPLICANTS

All qualified and interested candidates should submit a cover letter and resume along with a minimum of three references to:

Tiffin University Employment

tuemployment@tiffin.edu



We are strongly committed to enhancing equity, inclusion, and diversity. These values are central to our beliefs. Candidates who have worked with a diverse range of faculty, staff, and students and who can contribute to our mission of inclusivity are encouraged to identify their experiences and interests. Tiffin University actively seeks to increase the diversity of its workforce. We are dedicated to providing educational, working and living environments that value the diverse backgrounds of all people.

***NONDISCRIMINATION POLICY:** Tiffin University is committed to a policy of nondiscrimination and equal opportunity for employees, applicant for employment, students or applicant for admission, access to educational opportunities on the basis of race, religion, personal appearance, color, sex, pregnancy, political affiliation, social-economic class, place of business, residence, religion, creed, ethnicity, national origin (including ancestry), citizenship status, physical or mental disability, age, marital status, family responsibilities, sexual orientation, gender identity, gender expression, veteran or military status (including special disabled veteran, Vietnam-era veteran, or recently separated veteran), predisposing genetic characteristics, domestic violence victim status or any other protected category under applicable local, state or federal law, including protections for those opposing discrimination or participating in any resolution process on campus or within the Equal Employment Opportunity Commission or other human rights agencies. All complaints of sexual harassment/misconduct, domestic violence, dating violence, bullying, cyber-bullying, stalking, or discrimination should be reported to Dr. Perry-Fantini, Vice Provost Equity, Access, & Opportunity/Title IX Coordinator.*

Tiffin University is an Equal Opportunity Employer