



JOB TITLE: PART-TIME INSTRUCTIONAL SUPPORT SPECIALIST - COURSE ALIGNMENT

Overview:

We are seeking a part-time faculty member (full-time or adjunct) to join our team as an Instructional Support Specialist with expertise in course alignment. This role is crucial in ensuring the alignment of courses from Program Learning Objectives (if applicable) to Course Learning Objectives, down to Module Learning Objectives, instructional materials, tools, activities, and assessments. The successful candidate will play a vital role in enhancing the overall quality of our instructional design.

Responsibilities May Include:

1. Pre-Review Meeting:
 - Conduct a pre-review meeting with course representatives to discuss the course alignment map and review process.
 - Clarify expectations and guidelines for the alignment review.
2. Course Alignment Review:
 - Evaluate Program Learning Objectives, Course Learning Objectives, and Module Learning Objectives for alignment.
 - Assess the alignment of instructional materials, tools, activities, and assessments with the identified objectives.
3. Post-Review Planning:
 - Develop a post-review plan outlining recommendations for enhancing course alignment.
 - Collaborate with course representatives to implement necessary adjustments.
4. Communication:
 - Demonstrate strong oral and written communication skills.
 - Conduct meetings with course representatives to discuss the review process and outcomes.

Qualifications:

1. Educational Background:
 - Current Cincinnati State faculty or adjunct.
 - Minimum of 3 semesters of successful online teaching experience in the last 5 years.
 - Experience developing an online or hybrid course in the last 5 years or experience with being a course representative for a QM review.
2. Course Alignment Expertise:
 - Successful demonstration of expertise in course alignment practices.

3. Quality Matters Training:
 - Completion of the current edition of the Applying the QM Rubric Workshop (APPQMR) OR ability to complete the training prior to beginning semester contract.
4. Skills and Abilities:
 - In-depth knowledge of course alignment principles and best practices.
 - Strong organizational and analytical skills.
 - Effective interpersonal skills for collaboration with various stakeholders.
 - Attention to detail and commitment to maintaining high-quality standards.

Compensation:

- Unit rate will be as outlined by the contractual rate for course units.
- The number of units will be negotiated based on the workload of course reviews.
- This is a part-time position per semester, and negotiations for units will be completed every semester. There is the possibility of adjusting units, either reducing or adding, based on workload and availability.

Application Process:

Interested candidates should submit a resume, a cover letter highlighting relevant experience, and a sample of their work demonstrating successful course alignment.

Note: This job description is a general guideline and may be subject to change based on the evolving needs of the institution.