



JOB TITLE: PART-TIME INSTRUCTIONAL SUPPORT SPECIALIST – ONLINE COURSE DESIGN

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 quality online course design. This role involves conducting assessments using an abbreviated Quality Matters (QM) checklist to ensure the highest standards in online course design. The successful candidate will play a key role in facilitating internal course reviews, collaborating with divisional administration, and working closely with course representatives.

Responsibilities May Include:

1. Review Coordination:
 - Set up and coordinate internal course reviews with divisional administration and course representatives.
 - Conduct pre-review meetings to establish expectations and guidelines.
2. Quality Assessment:
 - Use the abbreviated Quality Matters (QM) checklist to evaluate online courses.
 - Ensure adherence to established quality standards.
3. Post-Review Planning:
 - Develop a comprehensive post-review plan addressing identified areas for improvement.
 - Collaborate with course representatives to implement necessary changes.
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. 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.
3. Skills and Abilities:

- Thorough understanding of online course design principles and best practices.
- Strong organizational and project management 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 showcasing successful online course design.

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