

FERRIS STATE UNIVERSITY

HUMAN RESOURCES

Position Title:	eLearning Specialist
Location:	Big Rapids (Main Campus)
Department:	31800 - Fully On-line
Advertised Salary:	\$55,000-\$72,000; salary commensurate with education, experiences and other requirements. Comprehensive benefit package (health care, vacation, etc.)
FLSA:	Exempt
Temporary/Continuing:	Continuing
Part-Time/Full-Time:	Full-Time
Union Group:	N/A
Term of Position:	12 Month
At Will/Just Cause:	At Will
Summary of Position:	The eLearning specialist is responsible for designing, developing, and training for the delivery of effective online learning experiences. The eLearning Specialist will work closely with subject matter experts, instructional designers, and other stakeholders to align learning objectives, create engaging content, and promote online best practices of instruction. The eLearning Specialist will also be responsible for the learning management system and supporting other campus technology. The anticipated start date for this position is March 2023; however, this is an estimated date and can be revised if needed.
Position Type:	Staff
Required Education:	Bachelor's degree in Education, Technology, Design, or a related field. The requirements listed represent the required knowledge, skill, and/or ability. Any equivalent combination of education, training, and experience which provides the required knowledge, skills, and abilities may be considered. Equivalency for education is

	two years of full-time related work experience equals one year of education.
Required Work Experience:	Two years of experience in distance learning course development or instruction. Two years part-time is equivalent to one year full-time.
Required Licenses and Certifications:	
Physical Demands:	<ul style="list-style-type: none"> • Office environment • Bending • Moving • Reaching • Sitting • Repetitive movement
Additional Education/Experiences to be Considered:	<ul style="list-style-type: none"> • College-level distance learning teaching experience. • Experience working with college or university faculty to design distance learning courses. • Experience working with, or in a center for teaching and learning at a higher education institution with demonstrated evidence of enriching faculty development skills. • Experience applying relevant theories or models, best practices, and appropriate tools for remote learning. • Experience applying accessibility standards to learning environments.
Essential Duties/Responsibilities:	<ul style="list-style-type: none"> • Troubleshoot instructional technology issues for faculty and students on the main campus, statewide/off-campus, and online. • Support workshops through organization, design, and presentation to provide information to improve distance learning course quality. • Collaborate one-on-one or in small groups with faculty members from any discipline to support the design of quality, learner-centered, engaging distance learning courses. • Collaborate with staff across the university to provide effective and consistent support to faculty in line with currently-used practices in faculty development. • Collaborate with Educational Counseling and Disabilities Services and other offices to ensure courses comply with federal and state regulations, including accessibility and copyright. • Engage in ongoing learning to grow knowledge of practices, innovations, research, resources, and tools relevant to distance learning.

	<ul style="list-style-type: none"> • Assist in efforts to improve course design processes. • Maintain confidential information and be knowledgeable of and comply with, University policies and procedures. • Demonstrates understanding of diversity, equity, and inclusion, especially in working relationships with students, faculty, staff, and community members. • Any other duties assigned within the position classification area.
Marginal Duties/Responsibilities:	
Skills and Abilities:	<ul style="list-style-type: none"> • Ability to engage in active listening, purposeful interviewing, thoughtful question-surfacing, and cooperative problem-solving. • Strong written and oral communication skills and a strong sense of audience. • Ability to seek out, identify, and apply ideas from teaching, learning, design, and other relevant theories or models to aid in the creation of quality distance learning courses. • Willingness to offer guidance on learning and design strategies, tools, and resources to support all students in learning course content and accessing University resources. • Attend to the importance of creating an inclusive class community, including strategies that facilitate student interaction and instructor presence. • Assist faculty in ensuring alignment among course learning outcomes, assessments, and teaching and learning activities. • Demonstrated commitment, experience, and understanding of diversity, equity, and inclusion.
Required Documents:	<ul style="list-style-type: none"> • Cover Letter • Resume • Unofficial Transcript 1
Optional Documents:	
Special Instructions to Applicants:	<p>Transcript 1 (Required): Applicants must attach a copy of unofficial transcripts of Bachelor's degree in Instructional Design, Learning Technologies, Curriculum, or a related field. If you do not have a transcript, please write a justification explaining how your work experience is equivalent to the required education and attach that justification in lieu of the transcript.</p> <p>Transcript must include: Institution name, applicant name, date</p>

	degree attained awarded. Finalist will be required to submit official transcripts.
Initial Application Review Date:	February 24, 2023
Open Until Position is Filled?:	True
Posting Close Date:	
EEO Statement:	Ferris State University, an Affirmative Action/Equal Opportunity employer, is committed to enhancing equity, inclusion, and diversity within its community. Ferris offers employment opportunities to qualified candidates seeking careers in a student-focused environment that values opportunity, collaboration, diversity and educational excellence. Learn more about the Ferris Mission and community at ferris.edu . The University actively seeks applications from women, minorities, individuals with disabilities, veterans, and other underrepresented groups. For more information on the University's Policy on Non-Discrimination, visit: Ferris Non-Discrimination Statement .