**Title:** Instruction Designer

**Functional Title**: Tech Extension Instruction Designer

**Position Number:** 128230

**Category Status: Exempt, Contingent-II,** Full-time

**Unit:** University of Maryland Extension - Family and Consumer Sciences

**Office Location:** University of Maryland, College Park

# Position Summary/Purpose of Position:

Chartered as the Maryland Agricultural College on March 6, 1856, the College of Agriculture and Natural Resources is the cornerstone of the University of Maryland system, built upon a foundation of sound science, groundbreaking research through the Agricultural Experiment Station, and Maryland pride. The University of Maryland College of Agriculture and Natural Resources (AGNR) is a leading Land-Grant institution providing teaching, research, and programs through the University of Maryland Extension (UME) to a diverse clientele in the State of Maryland and beyond.

Within the University of Maryland Extension, the *Tech Extension* project (a broad-based Extension Digital Literacy project) addresses the digital divide and increases broadband adoption in Maryland. The Tech Extension project aims to develop and adapt curricula and train and support Marylanders to increase their digital literacy and bridge the digital divide in Maryland. The project serves youth, adults, families, and communities in urban, rural, suburban counties in Maryland.

The successful candidate for this position will work with the Project Director, instructional designer, trainers, program leaders, and the rest of the core Tech Extension team to design, develop, curate, and revise the Tech Extension curriculum that will be delivered statewide. The successful candidate will use their knowledge and skills to support the curation, development and revision of content for the Tech Extension project. These include, but are not limited to, digital literacy content repository, modules on specific digital literacy topics, slide presentations, in-person/virtual activities, worksheets/handouts, instructor in-person/virtual, facilitator guides, and participant self-study guides.

# Responsibilities:

* Design, develop, and curate curriculum for online, in-person and hybrid digital literacy workshops and training, directed at learners of all ages.
* Revise and update course content, and coordinate the entire learning curriculum.
* Design, develop, and maintain a repository and structure of Tech Extension content, including syllabus/summary of curriculum, assessment tools, and other related materials.
* Responsible for the development of an agile curriculum that stands through the changes in technology.

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# Qualifications

# *Required:*

* Bachelor’s degree in education, information science or related fields.
* Three years of professional experience in curriculum development for any age or level of education, using any modality (virtual, in-person, or hybrid)
* Knowledge in a variety of instructional development and delivery strategies, including learning theories, instructional product development, instructional design practices, and the use of computers in education
* A wide degree of creativity and latitude for change
* Ability to work independently, manage multiple priorities, communicate clearly, and interact with various audiences.
* Proficiency in using technology in curriculum development, project management, reporting, and working with staff to develop and implement the project activities.
* Excellent verbal and written communication skills.
* Self-motivated, creative, self-directed, and responsible.
* Ability to create solutions and negotiate stressful situations for positive outcomes.
* Organization skills and ability to work on multiple tasks with deadlines.
* Evidence of capacity to build UME Diversity, Equity, Inclusion and Respect capacity through Extension program model.
* This position is subject to a Criminal History Record Check and a University of Maryland Background check. Employment is contingent upon successful completion and clearance of the Criminal History Record Check.

# *Preferred:*

* Master’s in instructional design, library and information science, or related fields;
* Background content knowledge of digital equity, digital divide, digital literacy, and broadband.
* Previous successful experience in developing data-driven curriculum in digital literacy, media literacy, or technology.
* Experience in high-quality educational programs, virtual, hybrid, and in-person formats
* Evidence of positive and productive relationships with diverse colleagues and partners.

**Physical Demands of the Position:**

* This position will periodically travel to meetings, training, and events throughout the state.
* The position will frequently exchange information through verbal and written communication with individuals of various ages, socio-economic, and educational backgrounds.
* Visual acuity is required to review and/or analyze written reports, spreadsheets, data, and figures for accuracy. This position will also research information and prepare written materials and presentations for annual reports, budget presentations, and/or stakeholder or staff meetings. Extensive viewing of a computer screen is normal.

**Salary and Benefits:** Salary will be commensurate with [experience](https://uhr.umd.edu/benefits), with a minimum starting salary of $70,289.00. The University of Maryland offers an extensive [benefits package](https://uhr.umd.edu/benefits). The position is a 1.0 FTE, equivalent to 40 hours per week. The position is a 12-month grant-funded contract that may be renewed for the duration of the grant project (ending 12/31/2024).

**Application Process:** All candidates must apply online at <https://ejobs.umd.edu/postings/105860>. A complete application packet includes a cover letter, resume (or CV uploaded as resume), contact information for three (3) professional references (including name, mailing address, telephone number, and email address), and copies of transcripts.

**Closing Date:** Open until filled. For best consideration please **apply by April 30, 2023**.

*The University of Maryland, College Park, an equal opportunity/affirmative action employer, complies with all applicable federal and state laws and regulations regarding nondiscrimination and affirmative action; all qualified applicants will receive consideration for employment. The University is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, religion, sex, national origin, physical or mental disability, protected veteran status, age, gender identity or expression, sexual orientation, creed, marital status, political affiliation, personal appearance, or on the basis of rights secured by the First Amendment, in all aspects of employment, educational programs and activities, and admissions.*