

Part-time Job Opening **Instructional Design Assistant**

The Center for Teaching Excellence (CTE) provides professional development, pedagogical, and instructional design support for all who teach at UofSC, either online or face-to-face. CTE is looking for a part-time graduate student to provide administrative, instructional design, and research support for instructional design initiatives. The position combines instructional design, instructional technology, administrative, and research skills, and will report to the Senior Instructional Designer. This is a 15-20 hour per week temporary hire position, \$15/hr position for **Fall 2018 through Spring 2019**. No tuition assistance or benefits will be provided. **Projected start date is September 15, 2018.**

The Instructional Design Assistant will:

1. Execute a variety of administrative, clerical, technical, and service functions to assist the Senior Instructional Designer.
2. Assist with special projects/initiatives, including those related to pedagogical grants, accessibility, virtual reality, quality assurance reviews, online teaching, and/or instructional design.
3. Provide research assistance on teaching pedagogy, instructional technology, and instructional design best practices and special projects.
4. Assist with the development and review of instructional materials, accessible documents, videos, and/or other resources for online courses in Blackboard.
5. Assist as needed with CTE workshops, symposia, and special events.
6. Assist with other instructional design team projects, as needed and as scheduling allows.

Minimum Qualifications:

- Master's degree and/or enrolled in a doctoral degree program at UofSC.
- Excellent written and oral communication skills.
- Proficiency in instructional design technologies, MS Word, MS Excel, MS PowerPoint, and Blackboard.
- Experience conducting social science research and writing literature reviews.
- The ability to take direction, initiate action, and work as a team member.
- Ability to effectively organize work activities, with attention to details, and prioritize task completion according to schedules and goals.
- Must be able to exercise excellent professional judgment and discretion.

Preferred Qualifications: Experience with or demonstrated interest in higher education instructional design, technology and teaching; video editing/voice-over software; conducting webinars; project administration experience; previous work as a Graduate Teaching Assistant

To apply, please submit the following information **no later than 5 p.m. Friday, September 7, 2018**, via email to **Lydia Frass (lfrass@sc.edu)**:

1. Letter of Interest
2. Résumé or Curriculum Vitae
3. Names and contact information for two references

Applications will be reviewed on a rolling basis.

Questions and Contact Information

Lydia Frass, PhD, MPH | Senior Instructional Designer
Center for Teaching Excellence | University of South Carolina
(803) 777-2798 or 8322 | lfrass@sc.edu