



Montcalm Community College

Title: <i>Innovation Learning Designer</i>	Department: <i>Information Technology</i>
Employee Group: <i>Administration</i>	Employee Classification (if applicable): <i>N/A</i>
Immediate Supervisor: <i>Director of Information Technology Services</i>	Supervises: <i>N/A</i>
Hours: <i>40</i>	EX/NE: <i>Exempt</i>

General Description: Facilitate learning and provide leadership for academic technology with communication, training and support.

Position Duties/Functions:

1. Provide support for faculty with structuring and integrating technology into their courses.
2. Provide consultation and professional development opportunities and resources for all educational stakeholders.
3. Maintain awareness of instructional technology trends and best practices and communicate these to leadership, faculty and other stakeholders.
4. Provide regular updates on new technologies and changes in relevant systems.
5. Provide support for the creation of web based and multimedia instructional materials used for teaching and learning.
6. Design, develop and deliver professional and technical (hardware and software) training for faculty in the area of instructional technology using various modes such as classroom, web-based etc. Create and publish user documentation and manuals to support training.
7. Provide support for students in the use of the Learning Management System (LMS) and supported instructional technologies.
8. Participate in projects to integrate new relevant instructional technologies including installing, configuring, and testing new hardware and software. This includes evaluation, selection, testing and implementation of hardware and software as needed.
9. Monitor and perform tasks as they concern the overall operation of the College's LMS including course, user and enrollment provisioning, configuration.
10. Support online instruction standards process and Instructional Development Committee (IDC). Collaborate with IDC staff to ensure effective communication and support needs for online learning courses.
11. Collaborates with the faculty and staff to create effective learning environments that promote interaction, social presence, and community among learners and also between learners and faculty.
12. Provides guidance and support to subject matter experts in the design and implementation of education and training content for delivery via multiple modalities (face-to-face, online, hybrid, and virtual delivery).
13. Support integration of LMS with other systems including analytics and reporting results.
14. Promote and assist with the integration of alternative instructional materials such as Open Educational Resources.
15. Monitor service desk tickets related to instructional technology and maintain resources for the service desk such as knowledge bases, issue lists and service catalog.
16. Oversight of Live Online Teaching and Learning practices & engagement and the technology associated with it. (on-campus and off campus locations)

17. Coordinate college representation at appropriate professional development training and conferences pertaining to instructional technology.
18. Other duties as assigned.

Qualifications:

1. Bachelor's Degree in instructional technology, education technology, course and curriculum design, information sciences, digital media design or related field preferred.
2. Demonstrated knowledge and experience with Canvas or equivalent learning management system.
3. Teaching experience in classroom and online environments.
4. Working knowledge of learning management systems and the use of multi-media within instruction
5. Experience in course or curriculum design, e-learning and digital media creation/delivery required.
6. Understanding of the philosophy of community college and a commitment to the community college mission.

Benefits:

Medical, Dental and Vision coverage, high-deductible health plan (some plans fully funded). Long-term disability, Group Term life insurance, retirement benefits, vacation, and sick leave. Tuition free study (some limitations) for self and dependents age 25 and under.

REMUNERATION:	\$58,000 - \$68,000 (Determined by experience)
APPLICATION DEADLINE:	September 2, 2025
START DATE:	Approximately October 1, 2025
METHOD OF APPLICATION:	Online application at www.montcalm.edu/employment. Attach your cover letter, detailed resume, transcripts, and three reference letters.

It is the policy and practice of Montcalm Community College to provide equal educational and employment opportunities regardless of race, sex, pregnancy, color, religion, national origin or ancestry, age, marital status, height, weight, disability or veteran status, or genetics in all programs, activities, services, employment and advancement including admissions to, access to, treatment in, or compensation in employment as required by state and federal law. In addition, no person, on the basis of sexual orientation, gender identity, or gender expression shall be discriminated against in educational programs, activities, or admissions. Arrangements can be made to ensure that the lack of English-language skills is not a barrier to admission or participation.