

PAUL QUINN

CONTENT DEVELOPMENT & WEBSITE MODERATOR

Location:

Dallas, Texas

Deadline to Apply:

Open until filled

About Paul Quinn College

Paul Quinn College (PQC) has been widely recognized as one of the most innovative small colleges in America. Founded in 1872, by a group of African Methodist Episcopal Church preachers, PQC is a private, four-year, faith-based, liberal arts-inspired Historically Black College. Located in southern Dallas, we proudly educate students of all races and socio-economic classes under the banner of our institutional ethos, WE over Me. Guided by our mission to create servant leaders and agents of change for the global marketplace, we are committed to providing a quality education that addresses the academic, professional, and social development of students.

By focusing on academic rigor, experiential learning, and entrepreneurship PQC has become a model for urban higher education. As the ninth federally funded Work College in the nation and the first Urban Work College in history (first-ever minority-serving institution (MSI), Historically Black College, and Texas-based institution), all PQC residential students are required to work 12-15 hours per week in addition to managing their academic course load. As a Work College, PQC provides students with the unique opportunity to spend their college career gaining real world work experience while paying less than \$15,000 per year for tuition, fees, room, and board. The vision of the Work College Program is to transform ability into action and potential into achievement by encouraging all students to embrace the ideals of disciplined work, servant leadership, and initiative in preparation for lives of financial freedom, community engagement, and outstanding character.

The Urban Work College model not only makes PQC a unique post-secondary institution, but it is also of material importance for our students given that every year 80 - 85 percent of them are eligible for Pell Grants. Additionally, because our students come from families where long-term unemployment and under-employment is prevalent, our work program provides them with the type of internship experience that they have historically been denied.

Under President Michael J. Sorrell's leadership, Paul Quinn has become one of the most innovative and respected small colleges in the nation. Fortune magazine recognized President Sorrell's work and the College's transformation by naming him one of the World's 50 Greatest Leaders. President Sorrell is also a three-time award winner of HBCU Male President of the Year by HBCU Digest and was named by Time Magazine as one of the "31 People Changing the South."

For more information about Paul Quinn College, please visit
<https://pqc-edu.squarespace.com/whoweare>

Position Overview

This individual reports to the Director of Online Learning and will be responsible for developing the Virtual Learning Website, as well as developing an online resource center and training faculty to use the resources of the center virtually.

Essential Duties and Responsibilities

- Provides consultation and support services for instructional design strategies, assessment, technology, and distributed learning materials for instructional development technologies.
- Consults with diverse individuals, faculty, and administrators on the design, development of curriculum and instruction.
- Works collaboratively with faculty and colleagues on the application of instructional technologies, learning and cognition theories, and universal design principles when developing online and hybrid courses.
- Analyzes instructional needs, provides expertise and assistance with innovative strategies to meet those needs and supports courseware development for online students.
- Analyzes and applies trends in learning technologies and instructional design for online learning.
- Provides guidance to faculty in exploring and developing new instructional programs and revising existing curriculum/programs.
- Applies project management strategies that concurrently lead multiple projects at differing stages of course design and development.
- Improves usability within a course, updates assessments to reflect better alignment with core curriculum, and manage the impact of decisions, making changes when necessary.
- Develop procedures and conducts one-on-one assessments of instructor's current procedures and course management strategy in order to recommend practical and efficient methods to improve student retention and optimize technology usage.
- Provides guidance that allows instructors to focus on the materials and student engagement rather than focusing on the precise details of instruction.
- Keeps abreast of emerging technologies and how they can be used to improve the student instructional experience.

Required Qualifications

- Bachelor's degree (Masters preferred) in Instructional Design, Computer Science, Web Development or related field.
- Two (2) years' experience in instructional systems, design and development or educational technology instructional design.
- Ability to use problem-solving skills, analyzing the issue(s) and works collaboratively with diverse colleagues to resolve issues and implement new solutions.
- Knowledge of Instructional Design theories with a solid knowledge of course development software tools.
- Demonstrates expertise in program and course design principles and development.
- Ability to identify needs, analyze and logically organize complex information.

- Experience working with subject matter experts in a multi-disciplinary environment to develop training content.
- Ability to work on multiple, complex projects; strong project management skills; with the ability to multi-task and prioritize projects, assignments, and deliverables.
- Excellent organizational skills, with the ability to pay strict attention to detail and meet tight deadlines.
- Excellent interpersonal, presentation and facilitation skills, with experience using multiple forms of training delivery methodologies.
- Excellent communication that considers the type of information delivered and the diverse backgrounds, roles and varied responsibilities of the audience.

Application Procedures

Interested candidates must submit the following application materials:

1. Cover Letter that speaks to the candidate's interest in the position and qualifications
2. Resume
3. Unofficial transcripts from all colleges/universities attended
4. List of professional references (3 minimum)

Please submit your completed application and application materials to Academicaffairs@pqc.edu.

It is the policy of Paul Quinn College not to discriminate against any individual in its educational programs, activities, or employment on the basis of race, color, national origin, sex, disability, veteran status, age, religion, or marital status.