



# Instructional Technology Specialist

**Recruitment #:** S2504  
**Review Date:** Immediate review | Open until filled  
**Department:** Center for Teaching & Learning  
**Salary Rate:** \$57,710 - \$67,894

## About Western Oregon University:

Western Oregon University is a regional public, mid-sized university – committed to changing lives, strengthening communities and transforming our world. Located in Monmouth, the heart of Oregon's lush Willamette Valley, WOU is about 20 minutes from Salem, the state's capital and about 75 minutes from Portland, the state's cultural hub.

Western is one of Oregon's oldest public institutions of higher education and was incorporated into the state system as a teacher training institution in 1882. The university offers undergraduate and graduate degrees in arts and sciences, education and professional areas. It's known for small class sizes, a focus on sustainability and a diverse liberal arts education in a student-centered environment. Western is an emerging Hispanic Serving institution, with 41% of undergraduates being students of color.

## Position Summary:

The Instructional Technology Support Specialist supports the Center for Teaching and Learning (CTL) mission by providing, developing and managing faculty development programs, providing consultations on teaching strategies and instructional design, and facilitating workshops and training. This position supports instruction in all modalities, including face-to-face, online, hybrid, and technology-enhanced courses.

The Center for Teaching and Learning (CTL) is an academic support unit reporting to the Dean of Library and Academic Innovation. The Center for Teaching and Learning provides opportunities and resources for the Western Oregon University community to identify and explore practices that optimize teaching and learning, both online and on-campus. CTL does this by providing faculty development programming, instructional design consultations, and support for teaching with technology. The unit includes a Center for Teaching and Learning Director, an Instructional Technology Specialist (LMS Support), an Instructional Technology Specialist (Instructional Design), a Faculty Support Specialist and two .5 FTE Graduate Assistants.

Work for this position is performed on campus in an office environment. Remote work eligibility may be considered in the future, subject to supervisor approval and in alignment with [WOU Remote Work Policy](#).

[Click here](#) for the complete position description which includes knowledge areas and preferred qualifications.

## Required Qualifications:

- Bachelor's degree, preferably in Instructional Design or Instructional Technology, with at least two years of instructional design experience

- Demonstrated experience working with faculty/instructors/subject matter experts to design, develop and support delivery of instruction.
- Highly developed communication skills (oral, written, and interpersonal) with the demonstrated ability to work effectively with diverse constituencies
- Expertise in applying learning theory and pedagogy to develop instructional design strategies.
- Knowledge and application of best practices using technology for teaching and learning, including but not limited to, multimedia development, web conferencing, learning management systems, social networking, online collaborative tools, and mobile solutions for education

### **Preferred Qualifications:**

- Experience with course development using Universal Design for learning principles
- Teaching or training experience in a formal setting, such as, but not limited to, an academic institution, corporate training environment, or non-profit environment
- Experience building a sense of community with faculty
- Experience working directly with subject matter experts on course design for face-to-face courses
- Experience making educational materials accessible
- Experience integrating open educational resources and/or open pedagogies into course design
- Project management experience
- Experience in LMS end-user support
- Quality Matters Certification

**Required Application materials:** *Please submit only the required materials listed below. Applications **missing** required materials will not move forward for consideration.*

1. WOU Employment Application form [available here](#) - unclassified/faculty
2. Cover Letter that addresses your qualifications for the position.
3. Resume/CV

### **Background/Education Check:**

A criminal background check will be completed as a condition of employment. Education checks are processed for positions requiring a formal degree as a minimum requirement.

### **Benefits:**

Western Oregon University offers an excellent benefits package for eligible employees which includes 95% premium paid healthcare, a generous retirement and vacation package, and reduced tuition rates for employees, spouse or dependent at any of the Oregon Public Universities.

<http://www.wou.edu/hr/benefits/>

### **Equal Employment Opportunity:**

Western Oregon University is an equal opportunity employer that is committed to diversity, equity and inclusion in the workplace. We celebrate our inclusive work environment and encourage people of all

backgrounds and perspectives to apply. We do not discriminate based on race, color, national origin, gender, gender identity, sexual orientation, age, disability, religion, veteran status, or any other characteristic protected by law. We embrace our differences, and know that our diverse team is a strength that drives our success.

### **Accommodation Requests:**

Western Oregon University is committed to developing a barrier-free recruitment process and work environment. If you would like to request disability-related accommodation(s) to participate in a WOU activity or event, please complete the [online request form](#) at least three (3) business days in advance. If you have questions, contact Disability Services (ODS) at 503-838-8250 or [ods@wou.edu](mailto:ods@wou.edu).

### **Veterans Preference**

Applicants are eligible to use Veterans' Preference when applying with Western Oregon University in accordance with ORS 408.225, 408.230 and 408.235; and OAR 105-040-0010 and 105-040-0015. Preference will be given only if the applicant meets the minimum criteria of the position and electronically attach the required documentation at the time of application. For information regarding Veterans' Preference qualifications, visit <http://www.oregonjobs.org/DAS/STJOBS/vetpoints.shtml>

To stay informed about the progress of this search, we invite and encourage you to explore our career page at [wou.edu/hr/employment/jobs/](http://wou.edu/hr/employment/jobs/). Unfortunately, due to the volume, it is challenging for us to offer individual updates on the status of each application, and for that, we sincerely regret any inconvenience. We thank you for your patience and interest in employment at Western Oregon University.