

**ILISAGVIK COLLEGE**  
**-EXTERNAL JOB ANNOUNCEMENT -**  
**Posting Date: November 2, 2015**  
**Closing Date: Until Filled**

**POSITION:** Information Technology Instructor/Assistant Professor: Instructional Designer/Educational Technologist  
**LOCATION:** Barrow, Alaska  
**REPORTS TO:** Dean of Academic Affairs  
**WORK SCHEDULE:** Hours may vary, Monday through Friday, including evenings & weekends  
**COMPENSATION:** \$55,046 – \$79,409/DOE + Benefits (Exempt Position)

**JOB DESCRIPTION:** Instruct basic Information Technology courses focused on certificate completion and preparation for IC3, Network+, and CompTIA+ certifications; Instruct students both in a small group classroom setting and an individualized, computer-based, lab setting; Instruct with various modes of distance delivery including teleconference, Moodle (online) and synchronous technology tools; Facilitate Professional Development workshops to ensure that faculty and staff understand and effectively use educational technology (Moodle, Google Apps, Blackboard, etc...); Develop and revise instructional materials, course outlines and curriculum; Participate in student assessments, academic advising, and counseling; Actively contribute to the attainment of the goals and mission of the college; Maintain appropriate files and record keeping for grant reporting; Comply with College policies, procedures and administrative directives, as well as state, federal, and local laws, regulations, and ordinances; Perform other duties as assigned; Actively contributes to the attainment of the goals and mission of the college, which includes reasonable support of recruiting, marketing, student services, and other departments that help build student enrollment and achieve student success; Ability to travel periodically; Complies with College policies, procedures and administrative directives, as well as state, federal, and local laws, regulations, and ordinances; and Performs other related duties as required.

**REQUIRED (EDUCATION/SPECIAL SKILLS/TRAINING):** Bachelor's degree in appropriate field for Instructor level and Master's degree in Education, Education Technology, Instructional Design, Information technology or related field for Assistant Professor level; Working knowledge and a minimum of one year teaching experience at the basic level of information technology, instructional design, and/or educational technology; Experience providing technical training in group and individualized sessions; Intermediate to advanced skill in the use of Microsoft Office applications, including, Word, Excel, PowerPoint, Access, Publisher, Windows 7; Intermediate to advanced skill designing courses within the Moodle Learning Management System; Intermediate to advanced skill in using web and media based technologies for education such as but not limited to Flash Professional, Camtasia, GoogleDocs, Adobe Creative Suite, HTML, HTML5, CSS, and JavaScript; Knowledge of network installation and maintenance/PC Hardware and troubleshooting; Curiosity about and commitment to learning cutting edge technologies for support of education online; Ability to work with and train in both a PC and Macintosh environment; Knowledge of instructional design principles, online course development standards/procedures, educational applications for social media, and educational theories including instructional systems design and adult learning theory; Ability to work independently. Ability to complete and pass a pre-employment drug screen; Good oral, written, and interpersonal communication skills; Demonstrated ability to interact effectively in a multicultural environment; Ability to pass a pre-employment background check and drug screen; and valid driver's license.

**PREFERRED (EDUCATION/SPECIAL SKILLS/TRAINING):** Doctorate degree or equivalent; One year of demonstrated work experience in a rural Alaskan environment; One year of demonstrated experience coordinating and promoting distance delivery education; Demonstrated knowledge in one or more of the following areas: North Slope Borough [NSB] institutions and organizations; Iñupiat culture, language, values, and traditions; ability to interpret and represent NSB community values, customs, and beliefs for the college; ability to interpret and represent college actions and Western institutions to the NSB community;

**PHYSICAL REQUIREMENTS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job; Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions; While performing the duties of this job, the employee is required to sit, stand, walk, use hands to finger, handle or feel objects, tools, controls, and reach with hands and arms; The employee is frequently required to stoop, kneel, crouch, or crawl and talk and hear; The employee is occasionally required to climb or balance, and may occasionally drive a vehicle; The employee must be able to lift and/or move up to 40 pounds; and Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**ENVIRONMENTAL CONDITIONS:** The environmental conditions described here are representative of those an employee encounters while performing the essential functions of this job; Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions; and the employee is regularly required to work indoors with a usually moderate noise level in the work environment.

**SUBMIT REQUIRED APPLICATION, COVER LETTER, AND RESUME TO:**

**ILISAGVIK COLLEGE P.O. BOX 749 Barrow, Alaska 99723**

**ATTN: Human Resources Fax: [907] 852-3936**

[Application may be downloaded via <http://www.ilisagvik.edu> or contact [jobs@ilisagvik.edu](mailto:jobs@ilisagvik.edu)]

-Ilisagvik College is a Drug Free Work Place and Equal Opportunity Employer-