



*A Record of Success: The King's University in Edmonton is a lively, dynamic and nurturing learning environment. King's learning experience is enhanced by the institution's strong commitment to community service and faculty research. King's offers fully accredited three- and four-year Bachelor degrees in the arts, humanities, social sciences, natural sciences, and commerce, as well as a two-year Bachelor of Education after-degree. King's currently serves over 900 students of all ages from a variety of backgrounds from across Canada and abroad, representing a wide variety of nations.*

## **Institutional Research Associate (Instructional Design)**

Full-time, Temporary 2-year term contract

### **POSITION SUMMARY**

Reporting to the Associate Vice-President Institutional Research, the Institutional Research Associate – Instructional Design is responsible for micro credential development, institutional reporting, program reviews, transfer credit and editing the academic calendar. The IR Associate (ID) will work closely with the IR Associate (Accountability), the Associate VP IR, and with subject matter experts across the institution.

### **KEY RESPONSIBILITIES**

#### Instructional Design

- Further develop an institutional framework for the development, management, and delivery of non-traditional educational offerings
- Identify sequencing strategies with subject matter experts to identify learning goals, content and assessments
- Develop instructional objectives and ensure that content, learning activities and assessments match those objectives
- Identify the type and level of learning and select appropriate instructional strategies to elicit and support learning
- Identify and select media to support learning (for example, visual aids for face-to-face learners, video conferencing and online discussion forums for distance learners)
- Develop learner assessments and evaluate course materials

#### Institutional Reporting

- Support as needed King's government accountability reporting systems.
- Work with Financial Services to coordinate reporting to provincial accountability systems.
- Support the IR Associate (Accountability) in internal reporting cycles and the creation and maintenance of institutional dashboards and reports.
- Support the data collection process for annual faculty evaluations, and applications for tenure and promotion.
- Participate in conducting course evaluation visits and report distribution.
- Respond to internal and external, ad hoc requests for data collection and analysis.

### Transfer Credit Arrangements

- Provide backup to the IR Associate (Accountability) in the management of King's participation in the Alberta Council on Admissions and Transfer.
- Initiate, receive, and process Transfer Credit Proposals, coordinating internal review by faculty.
- Provide information to the Academic Advising Coordinator on transfer credit agreements and the larger transfer credit system to facilitate transcript assessment.

### QUALIFICATIONS

- A variety of educational preparation and experiences will be relevant to this position including but not limited to business development, educational and program design, online or distance education or administration, and adult and continuing education.
- knowledge of legislation, regulations, and procedures relating to post-secondary education
- a solid understanding of Alberta and more broadly Canadian post-secondary education
- experience with information systems, including direct database interactions through query interfaces.
- Understanding of learning and instructional principles, lesson planning and curriculum development
- Educational technology including online course delivery, e-learning, and web-based instruction (especially Moodle)
- organizational and prioritizing skills
- communications and interpersonal skills
- able to respond effectively to multiple stakeholders
- analytical and decision-making skills
- the ability to develop action plans for projects
- A Bachelor's degree in a related discipline
- Experience with reporting analysis

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A condition of employment is assent to the University's Christian Statement of Faith found at:

<https://www.kingsu.ca/about-us/careers>

Position will remain open until a suitable candidate is found. Apply by uploading your resume and cover letter to our website at [Kingsu.ca/careers](https://www.kingsu.ca/careers)

### Human Resources

The King's University

9125-50 Street, Edmonton, Alberta

T6B 2H3

E-mail: [humanresources@kingsu.ca](mailto:humanresources@kingsu.ca). Visit our web site at [www.kingsu.ca](http://www.kingsu.ca).

We appreciate all applicants for considering The King's University as a potential employer, however, only those considered for an interview will be contacted.

*The King's University respects, appreciates and encourages diversity. We welcome applications from all qualified individuals including members of visible minorities, Indigenous, First Nations, Metis, and Inuit peoples and persons with disabilities. All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents will be given priority.*