Position Summary
This full time permanent position is located in Madison, reports to the Director of Technical Operations and is part of the Central Information Technology Department for the University of Wisconsin Colleges and the University of Wisconsin-Extension. Central IT is an integrated unit responsible for supporting core technical operations for the 13 UW Colleges, the UWC-Online program, and the four Extension Divisions.

This position will primarily support accelerated blended course program development and the Desire2Learn Course Management System.

- **Blended Course Development (60%)**
  - Coordinator of the Adult Student Initiative Program (ASI)
  - Provide support, leadership and development for accelerated blended courses
  - Serve as liaison between software vendors and end users
  - Provide software testing and ensure product viability and access
  - Identify and provide leadership with emerging technologies for instruction
  - Design and update training materials for blended courses

- **Course Management System – Desire2Learn (D2L) (15%)**
  - D2L Backup site administrator
  - D2L trainer
  - E-Portfolio
  - D2L support
    - Faculty
    - Site administrators
    - Service Center Staff

- **Training (10%)**
  - Coordinate and conduct training for faculty and staff via web conferencing tools, online and face-to-face modes
    - All supported software as requested
    - Course evaluations such as Scantron’s Class Climate application
    - Qualtrics survey tool
  - Produce and disseminate tutorials, video demonstrations and documentation to support training
  - Cross training and expertise in all key applications such as D2L, Qualtrics

- **UWEX-UWC Instructional Technology Collaboration & UW System Representation (10%)**
  - Work collaboratively with business partners to share best practices
  - Participate in the development of academic technology
  - Work collaboratively with UWC Online Instructional Technology staff to share materials, training and expertise
  - Serve as Learning and Technology Development Council alternate

- **Professional Development (5%)**

**Required Qualifications:**
- Bachelor’s Degree in field supporting position requirements
- A minimum of two years of experience in coursework design and curriculum development
- Ability to effectively support and instruct faculty and staff
- Strong written and verbal communication skills
- Strong software and technology skills and abilities
- Must be able to work cohesively and consistently collaborate with others as well as work
independently and autonomously
Strong work ethic and positive attitude to be responsive to the needs of our customers
Ability for statewide travel to support course development and training initiatives

**Desired Qualifications:**
- Master’s Degree in field supporting position requirements
- A minimum of 3 years of experience in coursework design, curriculum development or teaching experience at the college level

**About the University of Wisconsin Colleges and the University of Wisconsin-Extension**
The University of Wisconsin Colleges and the University of Wisconsin-Extension are two of the fifteen institutions in the University of Wisconsin System. They are led by one Chancellor and one central administration, and their shared vision is to provide maximum access to the University of Wisconsin educational resources and research for the benefit of Wisconsin’s residents. See [http://uwex.uwc.edu/](http://uwex.uwc.edu/)

See the following links for information about
- University of Wisconsin Colleges: [http://www.uwc.edu/](http://www.uwc.edu/)
- University of Wisconsin – Extension: [http://www.uwex.edu/](http://www.uwex.edu/)

**Title, Salary and Benefits**
The official title of this position is Information Processing Consultant (IPC). This position provides a competitive salary, dependent on qualifications and experience. Excellent benefits include participation in the Wisconsin Retirement System; life, medical and hospitalization insurance; vacation and sick leave. For a more detailed description of available benefits, please see [http://www.uwsa.edu/hr/benefits/uben.pdf](http://www.uwsa.edu/hr/benefits/uben.pdf)

**Location**
This position is headquartered in Madison, Wisconsin. Occasional statewide travel is necessary. For more information about Madison, see [www.ci.madison.wi.us](http://www.ci.madison.wi.us). For more information about Wisconsin, see [www.wisconsin.gov](http://www.wisconsin.gov).

**Application Procedure**
The position is open until filled. However, in order to ensure full consideration applications must be received by December 15, 2014. A complete application will include the following:

1. A letter of candidacy detailing how your qualifications and experience relate to the responsibilities and qualifications for this position.
2. Your professional resume.
3. The names, addresses and telephone numbers of at least three references who can attest to your professional capabilities. Please describe your relationship with each reference.
4. A written statement of whether you wish to have your application held in confidence. (The University will not reveal the identities of applicants who request confidentiality in writing, except that the identities of “final candidates” must be revealed upon request. According to the Attorney General, “final candidates” under Wisconsin law means the five candidates who are considered most qualified for the position. See Wis. Stat. Sec. 19.36(7) (a).)
5. An applicant survey form (used for reporting purposes only) available at [http://www.uwex.edu/jobs/documents/survey.pdf](http://www.uwex.edu/jobs/documents/survey.pdf)

*Electronic submission is strongly encouraged (PDF preferred).*

*Send materials to angela.schultz@uwex.edu*
Or mail to: Instructional Designer Search Advisory Committee
432 N. Lake Street, Room 201
Madison, Wisconsin 53706

Please direct questions, requests for information and written nominations to

Angela Schultz, Office of Human Resources
Telephone: (608) 262-9475; Email: angela.schultz@uwex.edu

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University of Wisconsin System is an Equal Employment Opportunity/Equal Access/Affirmative Action employer and complies with federal and state regulations. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin or ancestry, citizenship, age, sex, marital status, disability, medical condition, sexual orientation, or status as a veteran. We seek and encourage applications from all qualified individuals.

A criminal records review will be conducted for final candidates. In compliance with the Wisconsin Fair Employment Act, the University does not discriminate on the basis of arrest or conviction record. Convictions and pending charges will be considered only if they are substantially related to the circumstances of this position.

Employment is contingent on establishment of identity and verification of employment eligibility as required by the Immigration Reform and Control Act of 1986.