Digital Literacy Program Coordinator

Texas State University seeks a creative and versatile individual with experience in curriculum development and/or instructional design to oversee the complete project life cycle of an exciting new program that will be offered through the Alkek Library.

Reporting to the Assistant Director of the Learning Commons, the Digital Literacy Program Coordinator will take a lead role in designing, developing, and deploying the Alkek Library Digital Foundations Certificate Program (DFCP). The purpose of the DFCP is to enable its participants to create a range of digital assets that can be used in the Library's new Maker Space, X-Reality Center, and GIS Center. Content for the DFCP will include self-paced modules centered on digital design and coding skills, as well as regular workshops given by faculty, staff, and/or industry professionals.

RESPONSIBILITIES: Spearhead ongoing design, development and deployment of online course content for the Digital Foundations Certificate Program. Effectively manage projects such as developing high-level and detailed project schedules, tracking progress against milestones, communicating project status on a regular basis, proactively identifying and managing risks, and ensuring that issues are resolved in a timely manner. Scout and recruit presenters and organize workshops to supplement online content for the Digital Foundations Certificate Program. Organize and publicize job fairs. Collaborate on marketing, promotions and outreach efforts for the Learning Commons. Supervise other staff, as assigned to the Learning Commons. Evaluate and provide feedback on completed Digital Foundations Certificate Program portfolios.

QUALIFICATIONS:

Required:

Bachelor's Degree in Instructional Design, Information Studies, Education, Curriculum Development, Social Sciences, or a related field

Knowledge of:

- instructional design principles
- curriculum development best practices
- course module production and development
- general office procedures and practices
- university/academic policies and procedures

Skills:

- creative software skills
- production capabilities using Adobe Captivate or similar authoring tools
- project/process management
- analytical and problem-solving skills
- oral and written communication

Ability to:
perform a front-end analysis, develop storyboards, conduct quality assurance reviews, create content, and evaluate learning using formative evaluation techniques

establish rapport with a variety of clients

**Preferred:**

- Master’s degree in Instructional Design, Information Studies, Education, Curriculum Development, Social Sciences, or a related field
- perform outreach and create relationships with technology leaders
- manage direct reports

**SALARY AND BENEFITS:** Commensurate with experience. Benefits include monthly contribution to health insurance/benefits package and retirement program. No state or local income tax.

**BACKGROUND CHECK:** Employment with Texas State University is contingent upon the outcome of a criminal history background check. This includes transfers and promotions from within.

Texas State's 38,694 students choose from 98 bachelor’s, 92 master’s and 13 doctoral degree programs offered by the following colleges: Applied Arts, McCoy College of Business Administration, Education, Fine Arts and Communication, Health Professions, Liberal Arts, Science and Engineering, University College and The Graduate College. As an Emerging Research University, Texas State offers opportunities for discovery and innovation to faculty and students.

**Application information:**

Apply online at [http://jobs.hr.txstate.edu](http://jobs.hr.txstate.edu)

Texas State University is an Equal Opportunity Employer. Texas State, a member of the Texas State University System, is committed to increasing the number of women and minorities in administrative and professional positions.