

## Position Description

---

<b>Title:</b>	Digital Education Specialist
<b>Department:</b>	Orto Center for Distance Learning and Recording Arts
<b>Reports To:</b>	Distance Learning Program Manager
<b>Supervises:</b>	N/A
<b>Internal Contacts:</b>	Orto Center & MSM staff; faculty & students; teaching artists
<b>External Contacts:</b>	Instructure/Canvas LMS; Distance Learning organizations (CAEL, CILC); instructional designers and guest artists
<b>Employment Status:</b>	Full-time; exempt

---

### Overview:

Manhattan School of Music (MSM) has an opening for a Digital Education Specialist (DES) in the Orto Center for Distance Learning and Recording Arts. MSM enrolls a highly diverse student body in the College (970), Precollege (475), MSM Summer (150), and will implement an adult-learner degree completion program in 2022-23. Complementing these programs are a series of discrete K-12 and adult learner classes offered through the award-winning Distance Learning area of the Orto Center. The incumbent will be a critical liaison to supporting faculty's use of digital technologies to enhance and accommodate the diversity of students and their learning experiences.

The incumbent is responsible for supporting faculty's online and on-campus course development in addition to supporting the MSM community's use of current and future instructional technology platforms. The DES works directly with faculty on the design, development, and management of course content in both synchronous and asynchronous course delivery formats. The DES applies learning theories, teaching strategies, instructional design models, and best practices in online and digital education to contribute to the advancement and development of high-quality, interactive, and innovative digital learning at MSM.

### Domains:

#### *Instructional Support for Learning Technology Systems*

- Supports MSM faculty, student, and administrative use of MSM's Learning Management System, Canvas, in addition to current and future instructional technologies integrated within the LMS (e.g., Kaltura, Zoom, Respondus Lockdown Browser and Monitor, etc.).
- Acts as the departmental liaison to faculty and students for educational activities and needs related to instructional technology system use throughout all academic terms.
- Participates in and supports interdepartmental collaboration with Information Technology and the Office of the Registrar as it relates to student registration and course and term management in Canvas.
- Develops and administers training guides, video tutorials, use strategies and orientation-style learning sessions relating to Canvas and instructional technology platform usage each academic term.
- Regularly observes, monitors, and reports on student and faculty use of instructional technology systems in an effort to improve their use and implementation.

- Troubleshoots and problem-solves LMS use issues in collaboration with Orto Center administrative staff and Canvas support services.

### ***Instructional Design Support***

- Supports and assists online and on-ground teaching faculty (current & future) with design, organization and implementation of course materials in asynchronous, synchronous, and hybrid learning formats to develop high-quality, interactive, and innovative course delivery.
- Develops educational resources and conducts training sessions, workshops, and one-on-one consultation sessions with faculty to promote effective teaching strategies and improve student learning experiences.
- Applies and disseminates various pedagogical and andragogical learning theories, instructional design models (e.g., ADDIE, Backwards Design, and Universal Design for Learning), assessment design principles, and best practices in online and other innovative education modalities.
- Researches, evaluates and recommends new and cutting-edge instructional technology tools to integrate into existing platforms to achieve optimal student learning outcomes. Develops demos for faculty and staff to test and evaluate prospective tools and systems.
- Supports interdepartmental course development projects along with the Program Manager.
- Supports the Orto Center in its delivery of the MSM Degree Completion Program, including research topics in distance learning, as assigned (e.g., policy; accreditation; curriculum standards; intellectual property rights; instructional design; faculty compensation; potential partnerships, resources, and new technologies).
- Attends industry conferences for purposes of research, program development, and/or professional development, as requested.

### ***Distance Learning Program Content Development and Coordination***

- Supports the Program Manager and Distance Learning teaching artists in the creation of new program content in adherence to state and national learning standards.
- Develops curriculum guides for Distance Learning synchronous educational programs.
- Reviews educational assessments and provides summaries.
- Supports the Distance Learning Program Manager with synchronous K-12 and Community Partnerships event programming and production, including preparing digital media and providing multimedia support during events.

### **Job Requirements:**

#### ***Work Qualifications***

- Master's degree in Instructional Design or its equivalent and at least two years of relevant work experience.
- A successful record of supporting faculty's engagement with learning management systems (Canvas LMS preferred) and designing asynchronous courses.
- Successful application of instructional systems in online and synchronous course design, instructional design, or adult learning theories.
- Experience with quality standards in online learning (e.g., Quality Matters).
- Knowledge of and experience applying best practices in online course design.
- Experience collaborating with and/or training college faculty.
- Knowledge of best practices in standards-compliant responsive web design, accessibility, user-experience design, information architecture, and graphic design.
- Solid writing and verbal skills.
- Knowledge of classical and jazz music and score-reading ability preferred.
- Familiarity with graphic design software (e.g., Photoshop) and video editing software (E.g. Adobe Premiere, Final Cut Express, iMovie).
- Occasional early mornings, evenings, and/or weekend work, as assigned.

***Work Style Qualifications***

- Reliable, responsible, and punctual.
- Strong interpersonal communication skills, and desire to work collaboratively and creatively.
- Highly organized and very attentive to detail.
- Ability to multitask, prioritize projects and tasks, and adapt to shifting needs.
- Must be flexible and work well under pressure while maintaining focus, patience, and positive attitude.
- Interest in technology and/or willingness to learn new things.

**Contact Information:**

Send letter of application and résumé including three references to:

Chris Shade

Director of the Orto Center for Distance Learning and Recording Arts

Manhattan School of Music

[cshade@msmny.edu](mailto:cshade@msmny.edu)

No phone calls, please.

Equal employment and equal educational opportunity have been and will continue to be fundamental principles at Manhattan School of Music, where employment and enrollment are based upon personal capabilities and qualifications without discrimination or harassment because of race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship or veteran status, disability, or any other characteristic protected by law. Manhattan School of Music does not permit retaliation against individuals who oppose a discriminatory practice or participate in an investigation.