UNM’s Anderson School of Management Instructional Design Graduate Assistant

Anderson School of Management is seeking applications from current UNM doctoral students to serve as an Instructional Design GA to start in May 2021 through the next Academic year, 2021-2022. Up to two GA positions are currently available.

Anderson is a world-class business school with award winning faculty and programs, offering a wide array of degree programs for a diverse student population. Anderson is accredited by the Association to Advance Collegiate Schools of Business (AACSB) International and is one of the few programs in the world to attain both an Accounting and Business Accreditation from AACSB. We offer BBA and MBA degrees in 12 concentrations; a Master of Accountancy; Master of Science in Cybersecurity and Business Analytics; and a Master of Science in Project Management. Additionally, we offer an Executive MBA and Professional MBA for working professionals.

The Instructional Design GA will work closely with Anderson Faculty to help design and enhance pedagogical approaches, especially as Anderson launches new, fully online and hybrid course formats. The successful candidate will work closely with Anderson’s Leadership and UNM Online to establish and enhance instructional/media standards for Anderson course offerings based on sound adult learning principles and existing online course standards from UNM Online to ensure accreditation and other requirements are met. The GA will work directly with Anderson Faculty to provide consultation and assistance in course design and implementation, as well as analyze individual and programmatic needs to develop goals and strategies that will improve instructional materials and approaches that impact learning experiences for Anderson students.

The position is a .50 - .75 FTE (20-30 hours per week) appointment, depending on availability and qualifications and reports to the Anderson Associate Dean for Student Success.

Primary Responsibilities:

- Hold in-person and virtual meetings, both in a scheduled and open office hour format, during which Anderson Faculty can receive assistance and consultation in effective course design, restructuring course content to support traditional 16 week and accelerated 8-week online offerings, and other related instructional design and instructional media topics.
- Conduct in-depth workshops for Anderson Faculty and Adjunct Instructors throughout the fall and spring semesters related to instructional design and instructional media;
- Work with Anderson’s Leadership and Department Chairs to manage and provide support for the development and implementation of consistent and appropriate course standards, goals, and objectives to maximize the learning experiences for Anderson students.
- Develop and implement evaluation and assessment rubrics and strategies to measure effectiveness of instruction. Provide reports and recommendations based on evaluation data.
- Other related duties as assigned to enhance instructional design and learning outcomes.

Minimum Qualifications:
• UNM doctoral student in OILS, Education, Social Science or related discipline;
• Strong written and verbal communication skills, as evidenced by application and interview, if selected;
• Ability to work with Anderson Leadership, Faculty, and students to enhance online, hybrid and in-person learning approaches and outcomes
• Knowledge of Adult Learning principles and online learning standards, including technology and software applications used for virtual, distance and online education.

Preferred Qualifications:

• Doctoral candidate (coursework completed)
• Experience/expertise teaching in an online format
• Technical expertise in multiple course design/delivery software platforms
• Availability to serve as an Instructional Design GA for at least 1 year (May 2021-May 2022)
• Experience and/or research interests in one or more of the following areas:
  o Adult Learning
  o Pedagogy/Effective Teaching Strategies
  o Online/Distance Education
  o Rubric-based assessments
  o Understanding of programmatic curricular assessment concepts
  o Quantitative analysis of learning outcomes
  o Using assessment data to identify and implement programmatic and instructional improvements

Applicant Instructions:

• Please send a current resume/CV, cover letter and list of 3-5 professional references to: mchale@unm.edu.
• The position will be open until filled, but applications are strongly encouraged by the best consideration deadline of Friday, April 23, 2021 at 5:00pm.