Applications are invited from suitably qualified individuals to fill the following position:

Instructional Designer

The Instructional Designer will assist in driving the Digital Education agenda of the Northern Caribbean University by creating engaging and effective learning experiences for learners, and providing academic support in instructional design, strategies, assessment, technology, and distributed learning for instructional development projects. This involves collaborating with subject matter experts, understanding learning objectives, and designing instructional materials using various media and technology.

Required Skills and Competencies:

- Demonstrated proficiency using standard office software applications and web page editors, graphic software, basic HTML, or other e-learning authoring tools.
- Strong written communication skills for creating clear and concise instructional content.
- Proficiency in designing effective instructional strategies for different learning styles.
- Ability to manage multiple projects simultaneously and prioritize tasks effectively.
- Ability to think creatively and design engaging, interactive learning experiences.
- Familiarity with LMS for content delivery, tracking, and reporting.
- Research methodologies and techniques.
- Knowledge of accessibility standards to ensure inclusive design.
- Capable of handling and interacting with a team.
- Good knowledge of how to interact with internal and external clients.
- Capable of handling difficult situations in a professional manner.
- High standards of ethics and confidentiality to handle sensitive information.
- Be knowledgeable of and committed to the philosophy, principles and mission of the Seventh day Adventist church, and give witness to these values in his/her professional and Christian life.

Required Qualifications and Experience:

- Recommended Qualifications: Master's degree in Instructional Design, Instructional Technology or related field.
- Minimum Qualifications: Bachelor's degree in Instructional Design, Instructional Technology or relate field.
- Minimum 2 years' experience in instructional design and development.
- Project Management Qualification/Certification is a plus.

APPLICATION GUIDELINES

1. The subject line of the application should contain the name of the position that is being applied for as listed above e.g. "**Instructional Designer**" and addressed to:

   > The Director, Human Resource
   > Northern Caribbean University
   > Manchester Road
   > Mandeville, Jamaica, West Indies
   > Phone: 876-963-7163
   > E-mail: hr@ncu.edu.jm

2. Applications should be made by sending the following information as **ONE single attachment** (either in PDF or word format) to *hr@ncu.edu.jm* incorporating all of the below required information:
   - A Curriculum Vitae, including all qualifications and experience, and a cover letter addressing your interest and suitability for the role.
   - The names, email addresses, correspondence addresses and telephone numbers of three referees whom the University may contact.

3. Short-listed candidates will be expected to present original degrees and request transcripts of their grades to be sent directly to the Human Resource Department

4. **Application Deadline**: The completed application documents should be forwarded by email to arrive no later than **Friday, July 18, 2025.**

As a Seventh-day Adventist Institution Northern Caribbean University gives preference to qualified individuals who are members of the Seventh-day Adventist Church.