POSITION DESCRIPTION: INSTRUCTIONAL DESIGNER

POSITION SUMMARY
The Instructional Designer will work with the Project Manager and/or Instructional Developer to create online learning modules and live web-based training sessions, instructor-led training guides, and supporting materials following an instructional design process. The Instructional Designer will use strong interpersonal, written, and visual communication skills to bring together text, images, video and audio to communicate and educate our clients’ employees, members, customers, and other stakeholders.

FLSA Status: Exempt
Job Status: Full Time
Work Schedule: TBD
Reports to: Instructional Design Team Lead
Amount of Travel Required: 15%
Positions Supervised: None

ESSENTIAL FUNCTIONS

Reasonable Accommodations
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Specific job tasks include, but are not limited to, the following:

- Define objectives for a course and/or curriculum.
- Outline the concept for a course or curriculum, defining (needs for) the course medium, content delivery, assessments, accompanying materials, and complementary learning approaches.
- Quickly synthesize and write course content based on input from subject matter experts, written material, previous training courses, interviews, etc.
- Use PowerPoint to draft screen layouts, graphics and interactions appropriate to the content.
- Write the audio script for each course and work with subject matter expert and voice talent to ensure proper pronunciation and style.
- Record temporary voice over for course draft.
- Design quizzes and meaningful course interactions to increase learning and retention.
- Work with the Instructional Developer, voiceover talent, video production, and graphics sources to produce draft and final versions of each course.
• Occasionally assist in production (graphics placement, animations, audio importing & editing)

• Work with subject matter experts and course sponsors to collect feedback and integrate it into the next course draft.

• Proof course at multiple stages of development and make or document required changes.

• Work with client personnel via email, phone, and in person to collect information needed to complete modules.

• Define project schedules and manage multiple projects simultaneously with the Instructional Developer. Keep track of project tasks and status using online project management software.

• Keep track of billable and non-billable hours and report them on a timely basis.

• Maintain client confidentiality.

• Complete various training, project management, and administrative tasks as needed.

• Participate in team brainstorming and strategy meetings to help define goals and direction.

• Keep up to date on learning tools, trends, and ideas.

• Write and edit newsletter articles or other publicity pieces.

Knowledge & Skills

Required:

• Strong written and verbal English grammar, spelling, punctuation, usage & pronunciation

• Knowledge & application of adult learning principles

• Ability to develop workflows and business procedures

• Strong interpersonal skills in both client interactions and team interactions and a willingness to interact with clients on a regular basis

• Experience taking, creating, or administering online asynchronous training

• Microsoft Word: basic text formatting functions, tables, bullets and numbering, hanging indents, inserting graphics, tracking changes, accepting comments and changes.

• Microsoft PowerPoint: basic text formatting, tables, master layouts, text and title placeholders, entering slide notes; ability to use graphic design features to create screen layouts

• Microsoft Outlook (or similar) email & calendaring: send, receive, and file email; create & accept calendar appointments & invitations

• Ability to maintain & access files in an organized fashion on both local hard drive & network drive
Preferred:

- Formal training in instructional design and/or adult learning
- Experience developing and conducting instructor-led training, either live or via webcast
- Experience writing for broadcast media

POSITION QUALIFICATIONS

- Technical Aptitude - Ability to comprehend complex technical topics and specialized information.
- Active Listening - Ability to actively attend to, convey, and understand the comments and questions of others.
- Innovative - Ability to look beyond the standard solutions.
- Training - Ability to develop a particular skill in others to bring them up to a predetermined standard of work performance.
- Analytical Skills - Ability to use thinking and reasoning to solve a problem.
- Conceptual Thinking - Ability to think in terms of abstract ideas.
- Interpersonal - Ability to get along well with a variety of personalities and individuals.
- Goal Oriented - Ability to focus on a goal and obtain a pre-determined result.
- Creative - Ability to think in such a way as to produce a new concept or idea.
- Decision Making - Ability to make critical decisions while following company procedures.

SKILLS & ABILITIES

Education: Bachelor's Degree (four-year college or university)

Experience: Two to four years related experience

Computer Skills: Microsoft Office (Word, Excel, PowerPoint, Outlook, etc.)
**PHYSICAL DEMANDS**

<table>
<thead>
<tr>
<th>Physical Demands</th>
<th>Lift/Carry</th>
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<tbody>
<tr>
<td>Stand</td>
<td>N (Not Applicable)</td>
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<tr>
<td>Walk</td>
<td>O (Occasionally)</td>
</tr>
<tr>
<td>Sit</td>
<td>C (Constantly)</td>
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<tr>
<td>Handling / Fingering</td>
<td>F (Frequently)</td>
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<tr>
<td>Reach Outward</td>
<td>F (Frequently)</td>
</tr>
<tr>
<td>Reach Above Shoulder</td>
<td>O (Occasionally)</td>
</tr>
<tr>
<td>Climb</td>
<td>N (Not Applicable)</td>
</tr>
<tr>
<td>Crawl</td>
<td>N (Not Applicable)</td>
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<tr>
<td>Squat or Kneel</td>
<td>N (Not Applicable)</td>
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<tr>
<td>Bend</td>
<td>N (Not Applicable)</td>
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**N (Not Applicable)** Activity is not applicable to this occupation.

**O (Occasionally)** Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)

**F (Frequently)** Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)

**C (Constantly)** Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

**Other Physical Requirements**

Vision (Near, Distance, Color, Peripheral, Depth Perception)

**WORK ENVIRONMENT**

Most work is performed in an office environment. Some work is performed off site at client locations, trade shows, conferences, etc.

This job description is intended to provide guidelines for job expectations and the employee’s ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as appropriate. This document does not represent a contract of employment, and TorranceLearning reserves the right to change this job description and/or assign tasks for the employee to perform, as appropriate.

Last updated June 2010