

Job Description & Organizational Responsibilities

Job Title: Part Time Instructional Designer

Department: Executive

Supervisor: Director of Learning Solutions

Job Description

As an experienced and well-rounded instructional designer, you will be expected to create engaging learning solutions in a variety of formats that include eLearning modules, virtual and face-to-face curriculum, study guides, and related support materials. During the 20-hour work week, you will effectively work both independently and collaboratively with the Learning Solutions Director, subject matter experts, and business process owners.

You will be expected to use your skills and experience to design, develop and build instructionally sound learning materials throughout the lifecycle of a project (needs assessment, selection of learning intervention, design, development, delivery and evaluation) to improve performance and impact business outcomes. Projects will include those that are newly designed from scratch, as well as those requiring conversion to new formats. Job tasks will vary depending on the assigned project.

Responsibilities

The Part Time Instructional Designer has responsibility for creating learning solutions in a variety of formats, while working both independently and collaboratively.

Primary Skills Desired:

- Self-direction and ability to shift focus as needed
- Strong written and verbal communication skills
- Organization skills and attentiveness to quality output within identified timeframes
- Strong proficiency in Microsoft Word and PowerPoint (and at least basic Excel skills)
- Proficiency with eLearning authoring tools and technology (e.g., Articulate Storyline 2, Adobe)
- Working knowledge of Learning Management Systems (preferred)
- Basic understanding of Java programming, SCORM, HTML, and xAPI (preferred)
- Ability to have fun while working

Minimum Qualifications:

- Bachelor's degree, preferably in Instructional Design, Educational Technologies, Adult Education, or relevant field, or equivalent related field or equivalent work experience
- Three to five years of relevant work experience in creating engaging learning products, involving instructional design, course development, and project management