|  |  |
| --- | --- |
| Job Title: | Instructional Designer/Trainer |

Job Description:

|  |
| --- |
| This position is a hybrid role of instructional design and training. This role is responsible for using computer software and other technologies to streamline education courses for staff. Duties include consulting with subject experts to determine the efficiency of their course designs, transferring courses into online formats and/or creating course manuals. In addition, this role supports the training team by conducting live instructor led trainings when needed. |

Primary Responsibilities:

|  |  |
| --- | --- |
| % of Time | Responsibilities |
| 40 | Content Development and Delivery   * Defines objectives for a course and/or curriculum. * Outlines the concept for a course or curriculum, defining the course medium, content delivery, assessments, accompanying materials, and complementary learning approaches. * Incorporates and writes course content based on input from subject matter experts, written material, previous training courses, etc. * Drafts screen layouts, graphics, and interactions appropriate to the content. * Designs quizzes and meaningful course interactions to increase learning and retention. |
| 20 | Ongoing content updates   * Works with SMEs and course sponsors to collect feedback and integrate changes/revisions as needed. * Participates in team brainstorming and strategy meetings to help define goals and direction. * Keeps up to date on learning tools, trends, and ideas. |
| 20 | Project Management   * Defines project schedules and manages multiple projects simultaneously * Keeps track of project tasks and status * Complete various training, project management, and administrative tasks as needed. |
| 20 | New Hire and Continuous Training Responsibilities   * Assist Trainers with Onboarding & Edge ATS/CRM Training * Support continuous one on one training when further assistance is requested and/or needed * Facilitates Best Practices, Rules of Engagement, Job Posting, Boolean and System Overview Training Sessions |

Success Metrics:

|  |
| --- |
| * Effective communication takes place with SMEs, the training team and stakeholders * Successful delivery of training content and courses * Meets scheduled deadlines |

Competencies:

|  |
| --- |
| * Strong interpersonal, written, and visual communication skills * Emotional Intelligence * Ability to develop workflows and business procedures * Attention to details and follow through |

Experience Requirements:

|  |
| --- |
| * Experience taking, creating, or administering online training content * Proficient computer skills, which include but are not limited to MS Outlook, Word, PowerPoint, Excel, Articulate Storyline, InDesign, and Publisher * Excellent verbal and written communication skills * Ability to work with little or no supervision and handle multiple tasks and deadlines simultaneously * Experience in a training, developing and/or mentoring staff |