



INSTRUCTIONAL DESIGNER

Position Summary

The Instructional Designer is responsible for working closely with clients to conceptualize, design, and write highly interactive learning solutions (e-learning, instructor-led training, blended solutions) that target learning objectives and improve performance.

Responsibilities

The Instructional Designer will:

- Assess client needs to determine appropriate performance interventions
- Author and create instructional strategies based on client need
- Create training content using custom storyboard templates
- Provide guidance and specialized knowledge to other members of the team
- Develop alliances and working relationships with subject matter experts
- Work cross-functionally with creative and technical departments to build client solutions
- Develop and participate in system and user acceptance testing
- Travel as required

Requirements

Education and Professional Experience

The Instructional Designer has:

- B.A. in Instructional Design, Instructional Systems Design, English, Journalism, Business Administration or related field
- M.Ed. or M.S. in Instructional Design (preferred), M.B.A.
- At least 3 years of experience developing custom training solutions

General Knowledge and Skills

The Instructional Designer can:

- Explain, discuss, and apply current ISD theories, methodologies, and best practices
- Use multimedia and web-based applications to design training solutions
- Develop design documents, storyboards, scripts, media lists, and assessment tools
- Translate written content into visual descriptions (graphics, animations, interactive charts and graphs, video-based scenarios)
- Maintain strong internal and external client relationship skills
- Exhibit strong problem-solving and business acumen skills



- Demonstrate advanced proficiency in written and verbal communication skills
- Thrive in a fast-paced, project-driven organization
- Adapt quickly and easily to changing requirements and needs from internal and external clients
- Manage multiple priorities and project deadlines, including tracking and managing within numerous project hours and budgets
- Formally present ideas and deliverables to internal and external stakeholders during the project
- Respond to and modify recommendations in the moment, based on observing and reading client reactions
- Work independently as well as collaboratively
- Ensure content accuracy and appropriateness
- Interact with senior-level personnel in a client setting
- Work as a team player
- Use Microsoft Word, PowerPoint, Excel, Outlook, and Visio with minimal support
- Design for Articulate, Captivate and other technology-based authoring tools with minimal support