Instructional Designer Job Descriptions

Instructional Designer: In-Person Trainings

Key Responsibilities

- Manage training development projects, including managing subject matter experts (SME) and internal staff, project planning, creating development schedules, and executing deliverables.
- Create instructionally sound trainings, including developing learning objectives, course outlines, learning activities, case studies, job aids, and reference materials.
- Collaborate with SMEs and internal staff in the design and development of trainings.
- Develop instructional media materials including slides, graphics, and audio to support instruction.
- Review training products for completeness, compliance with instructional design standards, and copyrights.
- Monitor and respond to instructor and participant feedback to improve training materials and ensure their currency.

Basic Qualifications

- B.A. in Instructional Design, Adult Education, Distance Learning, or related field.
- 5 years of proven experience as an Instructional Designer managing training projects.
- Experience in bringing together text, images, video, and audio in trainings.

Professional Skills

- Excellent written and oral communication skills.
- Ability to work well individually as well as in teams.
- Strong attention to detail.

Instructional Designer: eLearning

Key Responsibilities

- Manage training development projects, including managing subject matter experts (SME) and internal staff, project planning, creating development schedules, and executing deliverables.
- Create instructionally sound trainings, including developing learning objectives, course outlines, learning activities, case studies, job aids, and reference materials.
- Create storyboards, scripts, and course content using online training tools.
• Collaborate with SMEs and internal staff in the design and development of trainings.
• Develop instructional media materials including slides, graphics, and audio to support instruction.
• Review training products for completeness, compliance with instructional design standards, and copyrights.
• Conduct or participate in online pilot sessions.
• Monitor and respond to instructor and participant feedback to improve training materials and ensure their currency.

Basic Qualifications

• B.A. in Instructional Design, Adult Education, Distance Learning, or related field.
• 5 years of proven experience as an Instructional Designer managing training projects.
• Experience in bringing together text, images, video, and audio in trainings.
• Experience integrating instructional technology into trainings.
• Familiarity with the concepts of adult learning.
• Experience with 508 compliance and SCORM requirements.
• Experience with one or more web-based platforms.

Professional Skills

• Excellent written and oral communication skills.
• Ability to work well individually as well as in teams.
• Strong attention to detail.