



## **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.