Instructional Systems Designer I

Job Summary
The Instructional Systems Designer I (ISD I) is responsible for developing training support materials and products, including analysis reports, design documents, instructional content, and courseware (according to the analysis, design, development, and evaluation phases of the ADDIE instructional design model). The ISD I works under the direct supervision of the Task Lead and/or Senior ISD.

Job Description
Key Responsibilities
- Assists with various front-end training analyses, such as needs assessments, gap analyses, and learner assessments.
- Develops Terminal Learning Objectives (TLOs) and Enabling Learning Objectives (ELOs) from client-provided content, analysis reports, and/or other goals.
- Designs and develops lesson plans and course content following accepted instructional design methods.
- Assists with the creation of course design documents.
- Assists in the design, development, and implementation of train-the-trainer courses.
- Creates storyboards for web-based training and virtual instructor-led training (VILT).
- With guidance from senior designer, works with graphic and audio/visual artists to design and develop multimedia.
- Creates assessment questions that correlate to learning objectives.
- Designs and develops instructional materials such as job aids and manuals.
- Assists with creating and reviewing student reaction evaluations.
- Assists with measuring and evaluating effectiveness of training.
- Works collaboratively with team members, including instructional systems designers, human performance technologists, artists, programmers, and management.

Minimum Qualifications
- Bachelor's Degree in Instructional Design, Curriculum Design, Educational Psychology, or other related field with 4+ years of experience in Instructional Design, Training, or other related fields, OR
- Master's Degree in Instructional Design, Curriculum Design, Educational Psychology, or other related field.
- Knowledge of adult learning theories and principles.
- Proficiency in MS Word, Excel, PowerPoint, and Outlook.
- Basic experience with storyboarding in tools such as Word, PowerPoint, etc.
- Strong written and verbal communication skills with a solid grasp of English grammar and usage.
- Ability to work collaboratively with others and independently.
- Ability to pass a background check and drug screen.

Preferred Qualifications

- Familiarity with Adobe Connect, WebEx, Microsoft Lync, or other web conferencing tools.
- Familiarity with Captivate, Lectora, Articulate, or other eLearning authoring tools.
- Familiarity with Adobe Photoshop, Illustrator, or other graphic editing tools.