



INSTRUCTIONAL DESIGNER

Location: Richardson, TX

Job Type: Fulltime

Job Description

Collaborate with clients and development team to design and develop training courseware for various delivery platforms including classroom, online, CD as well as new media technologies.

FUNCTIONS AND RESPONSIBILITIES

The following reflects management's definition of essential functions for this job but does not restrict the tasks that may be assigned. Management may assign or reassign duties and responsibilities to this job at any time due to reasonable accommodation or other reasons.

PRIMARY FUNCTIONS

- Collaborate with clients in selecting a training solution to meet business goals
- Collaborate with subject matter experts (SMEs) to design technically accurate courseware
- Write learning objectives designed to meet course goals
- Develop course outline that includes course structure and organization
- Develop storyboard
- Write scripts for audio and video production
- Monitor project scope and escalate issues to project manager
- Outline ideas for visuals and interactions to support each learning topic
- Select multimedia elements to support learning objectives
- Write interactive review and test questions that support learning objectives
- Prepare all media elements for production including storyboards, audio scripts and video scripts
- Conduct frequent reviews during course development to ensure learning objectives are met throughout the stages of development
- Prepare consolidated punch-lists with client feedback for production team
- Perform other duties as assigned by manager

OTHER FUNCTIONS

- Assist Project Manager in managing details of the project including communicating project status and ensuring quality
- Assist courseware developers in building course materials
- Research new delivery platforms and new learning techniques to best meet client needs

KNOWLEDGE AND SKILL REQUIREMENTS

- Strong technical knowledge plus more than 3 years instructional design experience
- Excellent written and oral communication skills
- Strong organization, problem-solving, and analytical skills
- Experience working with different training delivery mediums - instructor-led and online delivery
- Practical experience with the application of instructional design theories
- Acute attention to detail
- Ability to handle multiple projects and meet deadlines
- Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm
- A positive attitude and team player
- Proficient computer skills in Windows-based platforms

EDUCATION AND TRAINING REQUIREMENTS

- A bachelor's degree in Instructional Design from an accredited college or university or equivalent in related field
- Three to four years related experience or equivalent
- Three to four years experience in telecom, networking, or technology field
- Instructional Design certification a plus