

# Instructional Designer

## Position Summary

The Instructional Designer position is a vital role designed to support implementation of L&D, Technical Training, and Talent Planning functions through the design of supporting resources and tools, and maintain instructional design standards and guidelines. This position will determine appropriate learning vendors, manage purchased content, and support the enablement of the LMS functions through process and technology, in collaboration with the IMPACT and Decision Support team. The Instructional Designer will also design job aids and supporting materials for instructor-led classes, large-scale events, and other electronic forms of communication and learning. This position will also document detailed LMS processes, standard operating procedures, and desktop procedures. Depending on assignment, the incumbent will either report to the HR Manager, L&D / Organizational Development or the HR Supervisor, Workday/Technical Training and will not have direct reports.

## Responsibilities and Duties

- Support the implementation of L&D, Technical Training, and Talent Planning functions through the design of supporting resources and tools, and maintain instructional design standards and guidelines
- Design learning and development experiences (both eLearning and instructor led) and partner with internal SMEs when needed to design content and support effective eLearning and facilitation skills
- Determine appropriate learning vendors, manage purchased content, and support the enablement of the LMS functions through process and technology, in collaboration with IMPACT (e.g., social learning, webinar)
- Design job aids and supporting materials for instructor-led classes, large-scale events, and other electronic forms of communication and learning, as well as document detailed learning management system processes, standard operating procedures, and desktop procedures
- Conduct needs assessments through ADDIE principles and formulate recommendations for effective self-paced learning experiences
- Apply deep understanding and best practices of adult learning principles, tools and technology, to include eLearning; partner with L&D on new and blended learning methodologies to appeal to different learning types
- Leverage appropriate eLearning tools (e.g., Captivate, Tin Can, etc.) necessary to conduct business outside of the Workday platform, to include managing social and collaborative learning platforms (e.g., WebEx)
- Design standard work for internal and external access, privileges, and Admin accounts
- Participate in Workday LMS and Core HR enhancements, in conjunction with technology releases

## Functional Area Outcomes

- Improve employee engagement
- Increase retention of high potential employees
- Enhance operational outcomes and behaviors through developmental offerings
- Simplify access and reporting for learning activities

## Knowledge, Skills, and Abilities

- Display a track-record in training design, development, and delivery as well as display a deep knowledge in software and new media design
- Coach others involved in training efforts; assess training needs and present information to University employees, faculty, and senior leaders
- Demonstrate excellent oral and written communication in daily interactions; clearly articulate complex material to a general audience
- Work independently and as part of a team; work with senior leaders to accomplish goals
- Display a strong understanding of adult learning theory and design
- Exemplify the University's educational mission, strategic aims, and programs

## Required and Preferred Qualifications

**Required Experience:** 3 years of relevant experience

**Required Education:** Bachelor's Degree

**Preferred Certifications:** PHR, SHRM-CP, SHRM-SCP, SPHR, or an equivalent professional qualification