



# Example of Designer, Instructional Job Description

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Our innovative and growing company is looking for a designer, instructional. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for designer, instructional

- Work in consultation with business partners, subject matter experts and course facilitators to identify skill gaps and design engaging course materials and job aids
- Conducts needs analysis and identify core learning objectives to build effective learning modules
- Manage instructional design projects from start to finish
- Upload and manage content in the organization-wide Learning Management System
- Facilitate the creation of multimedia content
- Revise existing training materials including, but not limited to, course Participant Guides, system and program manuals and job aids to incorporate product, system and process changes to improve effectiveness and learning transfer
- Design, develop and implement processes and procedures to adequately assess the effectiveness of training, skill acquisition and retention of knowledge
- Create, implement and maintain processes and procedures for effective knowledge management, version control and communication strategy for training materials
- Work with course facilitators to determine material needs for upcoming courses and coordinate associated printing and distribution
- Provide train-the-trainers to Learning Specialists and subject matter experts

## Qualifications for designer, instructional

- High level of proficiency in Instructional Design and Adult Learning Theory Principles
- Experience evaluating student, manager and instructor feedback, ability to evaluate metrics for improvement purposes
- Proven abilities with web authoring tools and or web coding abilities (HTML, CSS, Dreamweaver, JavaScript )
- Previous experience with Plateau Learning Management System or Saba
- Required 1 or more years of experience with adult learning design in a corporate environment
- Must be able to quickly learn, live, and incorporate the culture at Equity into your designs