Position Description

*Items in shaded areas to be completed by Human Resources only.*

**Title:** Instructional Designer  
**Department:** Organizational Development / Professional Development

**Position Reports To:** Director of Organizational Development  
**Salary Grade:**

- [x] Exempt  
- [ ] Non Exempt  
- [x] Fulltime  
- [ ] Part-time

**Prepared By:**  
**Approved By:**  
**Date Approved:**

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**Job Summary:**

The Instructional Designer works with the Director of Organizational Development, subject matter experts, and other partners to design, develop, and implement learning programs for subject areas, including, but not limited to: Business Development, Recruiting, Management, and Leadership. These programs are developed and delivered in both instructor-led and distance learning formats. This individual is responsible for engaging in the full instructional design and development cycle, and uses and recommends technology-based tools to improve the instructional integrity of training materials.

**Candidates Apply Directly to Emily Hermann:** ehermann@allegisgroup.com

**Essential Functions:**

- Conduct training needs analysis.
- Design, develop and implement courseware that supports large scope blended solutions as well as single course events.
- Continuously update and enhance existing programs taking into account new delivery methods and solutions.
- Create sound maintenance plans to keep programs current with changing business needs, e-learning technology and company strategy.
- Continually improve a systematic instructional design model to optimize capability to develop courses that may include a wide variety of media.
- Leverage learning standards in your program design and development (SCORM/AICC).
- Manage project timelines and coordinate with others to meet project deliverables.

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**Supervisory or Management Responsibility:**

N/A

**Budget Responsibility:**

N/A
Decision Making Level:
N/A

Minimum Education and/or Experience:
• One to 4 years instructional design experience in a business setting.
• Degree in Instructional Design, Educational Technology, Instructional Technology, Adult Education or related discipline.

Requisite Abilities and/or Skills:
• Experience with large-scale organizational learning initiatives preferred.
• Knowledge within Learning Management Systems (Plateau and/or Success Factors is preferred), Online Learning, Adobe Suite, and preferably audio/video exposure.
• Experience in sales and/or recruiting training programs is a plus.
• Proficiency with graphic design and multi-media tools such as: Articulate, Captivate, Flash, Lectora, Photoshop and/or other eLearning development tools

Core Competencies:
Customer Focus
Dealing Ambiguity
Approachability
Drive for Results
Integrity and Trust
Functional/Technical Skills
Business Acumen
Self Development
Peer Relationships

Management Competencies:
N/A

Special Requirements of the job:
N/A

Disclaimer: The above statements are intended to describe the essential job functions, general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.