Job Title: Instructional Designer

Company Background

eLearning Innovation LLC (EI) has been in operation since 2003. Headquartered in New Hampshire, we have a virtual workforce with a team spanning North America. EI has 11 full time employees and 30 contractors. We have designed our company structure to ensure scalability, with staff and contractors cross-trained, and an ongoing internal training program to continually develop new contractors.

We come from education

Many of our team members are former teachers and college instructors with extensive backgrounds in online learning, course development, instructional design, and faculty support. Our holistic view of current methodologies and processes in elearning development will allow us to provide you with exceptional service and products.

Job Summary

The Instructional Designer will be responsible for providing Instructional Design support for higher education online courses for clients. The Instructional Designer will work closely with the Course Manager, Subject Matter Expert (SME) and client team.

Essential Duties and Responsibilities

- Defined scope of work is completed with minimal support from Course Manager
- Runs all meetings with no support from Course Manager
- Interacts with client
- Facilitates any issues or concerns with development and notifies Course Manager
- Enters important course notes into project management tracking software
- Monitors textbook docs and progress docs for accuracy
- Follows Course Manager’s directions
- Completes client deliverables at defined quality level
- Provides appropriate feedback to the SME and support in Instructional Design.
- Helps the SME write the MOS, scaffold the tasks, locate resources and provides meaningful suggestions.
- Communicates project status regularly and highlights risk and issues
- Monitors schedule and adheres to all deadlines

Additional Duties

- Acts in a professional manner in all communications
- Tracks individual time in time tracking software.

Supervisory Responsibilities

This position may be required to oversee and act as a mentor for junior instructional designers on certain projects.

Minimum Qualifications

Education and/or Experience
• Master’s Degree (preferred) in Education, Instructional Design, or other applicable field and a minimum of five (5) years of relevant experience in Education or Instructional Design
• Strong oral and written communication skills, ability to balance and manage multiple projects and tasks simultaneously in a constantly changing environment and the ability to work virtually and independently, with instruction and supervision

Applications:
If you are interested in applying for this Instructional Designer position, please send your resume and cover letter to Suzanne Glazer (sglazer@elearninginnovation.com).