Company Overview:

FosterKnowledge is an instructional design and training company. We focus on helping companies prepare their end-users to effectively utilize technology products or business solutions. As end-user advocates, our consultants collaborate directly with companies to foster understanding of how the implementation of a product impacts an end-user’s daily activities. We use this knowledge to create appropriate learning solutions for the end-users. Our unique process based approach to learning results in an end-users ability to successfully transition to the new product. Our suite of products and services include business process facilitation, change management, instructional design, instructor-led training, blended learning solutions, e-learning, documentation, and business process documentation.

Job Description: Jr. ERP Instructional Designer/Trainer

Location: Annapolis, MD
Duration: Full-time for approximately 6 Months beginning mid-February
Must work onsite & be available for extended hours during go-live
No travel is required
1099 Contract or W2

FosterKnowledge is searching for a Jr. Level ERP Instructional Designer/Trainer with knowledge of PeopleSoft Financials. You will assist the Sr. ERP ISD/Trainer in the training effort for a new PeopleSoft 9.2 implementation and will be responsible for assisting with the creation and implementation of a training curriculum to support the implementation. This is a great opportunity for entry level instructional designers who are interested in working with PeopleSoft and learning what it takes to successfully design, develop and implement a full training curriculum for an ERP implementation.

The ideal candidate will have the following skills and experience:

- A minimum of 2 years experience in the field of Instructional Design with an emphasis on designing courses and training for software applications
- A minimum of 2 years proven experience developing courses and trainings in PeopleSoft Financials, or other financial system, is recommended but not required
- A minimum of 2 years of proven experience conducting instructor-led training classes, staging training databases, and conducting webinar style classes.
- A minimum of 2 years analyzing business process maps related to software implementations recommended but not required.
- Experience with all aspects of the ADDIE model of instructional design
- Excellent writing skills especially technical and business documentations
- Effective consulting skills, verbal communication and listening skills
- Advanced skills with Microsoft Office Suite including Word, Excel, Power Point, Project and Visio
- Independently manage work under strict deadlines in a fast-paced, changing environment
- Capability to handle multiple tasks simultaneously and the flexibility to change tasks quickly
- Experience creating interactive e-learning courses using Adobe Captivate
- Experience with Oracle User Productivity Kit (UPK) recommended but not required
• Experience testing software applications a plus

Please be prepared to submit references and work samples when requested. You may be required to demonstrate your training abilities via WebEx.

Please submit your resume and cover letter to jobs@fosterknowledge.com