

JOB DESCRIPTION

Position Title: Instructional Design & Project Manager	Status: Contract
Original Date: 1/31/2012	Revised Date:
Department: Education	Reports To: Director of Education

Basic Function and Scope of Responsibilities:

This is a dual-role position that combines elements of educational project management with instructional design.

Principal Responsibilities:

- Ability to rapidly gain working knowledge and understanding of all BOMI International educational programs, materials, and delivery methods.
 - Manage, oversee and perform all phases of advanced instructional design approach used by vendor including analysis, design, development, implementation and evaluation and ensure alignment with BOMI International standards and other educational products.
 - Lead BOMI International education team members, subject matter experts, and vendors in the development of interactive and instructionally sound print-based curriculums.
 - Research and apply emerging technology and concepts to BOMI International educational strategic initiatives.
 - Ensure project leads and BOMI staff establish and adhere to milestones contained within project plans
 - Oversee and manage the design and development of course materials by vendors including facilitator guides, student coursebooks, job aids, and other required training materials.
 - Ensure effective assessment processes are identified and implemented in new product development according to BOMI and instructional design protocol.
 - Work with the Education Administrator to oversee and manage the tracking of educational department projects focusing on resource allocations, timelines, and budgets.
 - Ensure all departmental resources are aware of and able to meet project quality standards and timelines for new product releases and revisions.
 - Establish and maintain positive working relationships with BOMI organizational departments, vendors, and other key project stakeholders.
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Minimum Qualifications:

- Master's degree in instructional design
- 2-5 years experience with Instructional System Design (ISD) and project management; prefer PMP
- Experience developing and implementing instructional programs for adult learners (synchronous and asynchronous)
- Knowledge of current trends and strategies for instructional design and educational product development
- Familiar with editing/publishing processes
- Excellent oral and written communication skills
- Excellent interpersonal and organizational skills
- Excellent presentation and time management skills
- Delivery of presentations to promote educational products within BOMI International and to clients
- Ability to motivate, demonstrate initiative, and work both independently and with a team with minimal supervision
- Demonstrated organizational and project management skills including effective management of project work teams, budgets, and resources
- Ability to work cooperatively with colleagues and supervisory staff at all levels
- Ability to manage and coordinate department efforts for multiple projects simultaneously
- Technology proficient; ability to use Microsoft Office products, Adobe software, and current eLearning development tools

Contract Specifics:

- Onsite 15 (fifteen) month contractual position; flexible hours
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Project Management (40%)

- Ensure the quality of curriculum design and development for classroom and self-study programs.
- Ensure all department projects/products are completed up to specifications and requirements (from concept to completion) on time and per budget allocations.
- Work with cross-functional teams to define, produce, and deliver projects.
- Work with educational team members to ensure deadlines are met.
- Serve as focal point for problem resolution for assigned departmental projects.
- Manage the effective use of all project participants and stakeholders.
- Communicate with all stakeholders to ensure timely distribution of information.
- Manage the procurement of goods and services required to attain project scope.
- Assist in ensuring that departmental processes and work flow are effective and documented.

Instructional Design (50%)

- Work with Instructional Designers to ensure the most effective instructional design is implemented.
- Manage and contribute to the design, development, and implementation of educational programs to meet industry needs.
- Ensure standards for curriculum development and delivery are applied to assigned projects.
- Ensure currency, accuracy, and quality of assigned BOMI International products.

Contracting & Business Development (10%)

- Oversee and manage relationships vendor has with, subject matter experts, reviewers, etc. for writing, reviewing, and teaching BOMI International educational materials and courses.
 - Manage contracting process in coordination with project lead and Education Administrator to ensure that quality of work is adequate and project deadlines are met.
 - Maintain positive working relationships with all project stakeholders.
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