



One Park Place
Suite 475
Annapolis, MD 21401
(410) 974-1410
Fax: (410) 974-1935
www.bomi.org

JOB DESCRIPTION

Position Title: Instructional Designer **Status:** Exempt

Original Date: **Revised Date:** 07.01.14

Department: Education

Reports To: Senior Director Learning & Development

Basic Function and Scope of Responsibilities: The Instructional Designer is responsible for working collaboratively with the Education team and other key stakeholders to achieve project goals as defined in strategic and operational plans. The Instructional Designer will ensure that sound instructional design methodologies and work processes result in education content for assigned projects that is current, relevant, meets customer needs and expectations.

Principal Responsibilities:

- Maintain a thorough knowledge and understanding of all organization education products and associated materials.
 - Manage all phases of instructional design for assigned projects Revise and seek efficiencies in all work processes on an ongoing basis.
 - Research and apply emerging technologies and instructional design strategies to enhance product quality and relevancy.
 - Establish and adhere to milestones contained within courseware project plans and organizational product development standards.
 - Support all stakeholders to include students, instructors, SMEs and organization departments by addressing questions and/or concerns related to education products in a timely, efficient, and effective manner.
 - Support updates and modifications to education standard and support documentation such as user guides, and work flows and file structures.
 - Work collaboratively with the resource responsible for LMS Administration for support in the management and delivery of eLearning products
 - Evaluate and modify assessments to ensure they validate learning and result in legitimacy for designation credentials
 - Support of other education initiatives as requested by the Senior Director of Learning & Development
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Minimum Qualifications:

- Bachelor's degree in Education, Instructional Design, Educational Technology, or related field.
 - 2-3 years of experience in instructional design and/or curriculum development/delivery.
 - Previous work experience in an adult education environment.
 - Prefer education delivery experience
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Training, Skills, Knowledge, and/or Experience:

- Excellent technical skills to include working knowledge of Microsoft Office products, Flash technology, Captivate, Camtasia, Articulate, Dreamweaver, InDesign, Photoshop, Illustrator, and other eLearning and course development tools.

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- Learning management system experience
 - Demonstrates initiative and innovative focus
 - Excellent oral and written communication skills.
 - Team-oriented and self-motivated with the ability to balance multiple projects.
 - Well-organized and detail-oriented.
 - Ability to multi-task and meet aggressive deadlines within specified timelines and in accordance with assigned budgets
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Physical Requirements:

- May be exposed to short, intermittent, and/or prolonged periods of sitting and/or standing in performance of job duties.
 - May be required to accomplish job duties using various types of equipment and resources to include but not limited to pens, pencils, calculators, computers, keyboards, telephone, printers, etc.
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