

Instructional Courseware Associate



Job Code
TRN-013

Job Department
Training & Development

Job Location
Saint Joseph

Reports To
**Employee Development
Manager**

FLSA Status
Non Exempt

Position Summary

The Instructional Courseware Associate will support design and development of Hillyard University e-learning solutions, aiding in administrative and customer support for Hillyard University Online learning management system.

Essential Functions

Develop adult educational courseware and materials, using a variety of educational software.

Design, develop, test, implement, and maintain engaging high-quality e-learning solutions.

Perform video recording and editing, to produce e-learning media including Sharable Content Objective Reference Model (SCORM) files.

Develop interactive templates, as needed, for courseware development.

Collaborate with Subject Matter Experts (SME's) to capture required content, and script content into the proper e-learning format.

Aid the administration of e-learning courseware and a learning management system (LMS).

Lead on-line technology learning sessions.

Supervisory Responsibility

No

Education

Preferred/Required	Education Level	Description
Required	4 Year / Bachelors Degree	in related field or equivalent relevant experience.

Experience

Minimum Years of Experience	Description
1	1-3 years experience in related area.

Licenses & Certifications

Preferred/Required	Certification Type	Description
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Qualifications

Qualifications

Proficient with learning management systems and/or content management systems.

Graphic design skills; including print/video assets, learning reference materials, etc.

Adaptive to using new software programs for courseware construction and media asset production.

Familiar with specialized software including Articulate Storyline, Adobe Suite, Camtasia, i-Movie, and Vyond.

Efficient in the coordination of multiple projects.

Excellent written and verbal communication

Competencies

Company Competencies

Hillyard has defined a set of competencies that are important for the employee to exhibit to perform the role successfully. The competencies for this position have been defined to include:

- Customer 1st Attitude
- Concern for Safety
- Integrity & Ethics
- Pursuit of Excellence/Lifelong Learning
- Teamwork

Role Competencies

Hillyard has defined a set of competencies that are important for the employee to exhibit to perform the role successfully. The competencies for this position have been defined to include:

Analytical Thinking

Attention to Detail

Creativity and Innovation

Project Management

Writing Skills

Equipment Used

Equipment

If Other, Please Specify

Computer

Copier

Phone

Printer

Other (Specify)

Video equipment- camera, lighting, audio, etc.

Working Environment

Work is performed in an office setting with a controlled environment.

Travel

Travel Type	Frequency
Same Day	Minimal- Up To 5%
Local	Minimal- Up To 5%
Overnight	Minimal- Up To 5%
District	Minimal- Up To 5%
Regional	Minimal- Up To 5%
Nationwide	Minimal- Up To 5%
Worldwide	N/A

Physical Demands

The physical job demands include maximum occasional lift of 5 lbs. from floor to 33 inches; maximum occasional carry of 5 lbs. for 200 ft; maximum occasional horizontal push/pull force of 5 lbs.; frequent forward reach of 30 inches; occasional lateral reach of 12 inches; occasional reach overhead of 75 inches; occasional bend; constant neck flexion; constant fine motor coordination; constant sitting; occasional standing; and occasional walking. PDC Level: SEDENTARY

Eligibility

Must be legally authorized to work in the United States without restriction.

Must be willing to submit to a background investigation, including criminal history and motor vehicle check.

Must be willing and able to pass a post-offer drug screen and physical.

EEO Statement

Hillyard is an equal opportunity/affirmative action employer. All aspects of employment including the decision to hire, promote, discipline, or discharge, will be based on merit, competence, performance, and business needs. We do not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law.

Disclaimer

The job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities, travel and activities may change, or new ones may be assigned at any time with or without notice.