



Position: Instructional Courseware Specialist
Department: Training
Location: Saint Joseph, MO
Reports To: Employee Development Manager
Supervisory Responsibility: No
FLSA Classification : Exempt
Last Update : 8/2021

Position Summary:

The Instructional Courseware Specialist will document and analyze learning requirements and create instructional plans to specify course design.

Essential Functions:

- Work closely with Subject Matter Experts to ensure delivery of training content meets training requirements and goals.
- Create detailed storyboards/course interfaces as needed for production.
- Transform content into e-learning courses and supporting learning materials.
- Consult with multimedia team to source/select/modify appropriate media for courseware design.
- Develop interactive templates, for courseware development.
- Design and develop interactive software simulations.
- Follow alpha/beta testing/approval as appropriate.
- Create and implement project charters, to define scope, deliverables, timeline, etc.
- Explore the latest development techniques and technologies.
- Maintain e-learning library, ensuring content and style meet current standards.
- Test, edit, and implement e-learning files (of differing types) in an LMS
- Assist with the production of live virtual training sessions.

Education & Experience:

- Bachelor's degree in related field required, or equivalent relevant experience.
- 1-5 years' experience in instructional design, creating engaging learning activities and e-learning courses.



Qualifications:

- Advanced level use of applications and systems including, Articulate Storyline, Adobe Captivate, Adobe Photoshop or similar application, Audacity, or similar application, TechSmith Snagit, and TechSmith Camtasia.
- Lesson and curriculum planning skills.
- HTML5 and SCORM programming knowledge/application.
- Visual design skills and ability to create detailed storyboards.
- Ability to write grammatically correct, effective copy, instructional text, and scripts.
- Knowledge of learning theories and instructional design models (e.g., andragogy, Kirkpatrick, ADDIE, or similar instructional design theory) with proven ability to incorporate them into e-learning and blended learning strategies.
- Voiceover experience.

Competencies:

For each role within our company, we have a defined set of competencies that we have determine will enhance the employee's ability to perform the role efficiently. We are looking for individuals laced with these competencies to perform this role.

Company Competencies

- Adaptability
- Concern for Safety
- Customer Focus
- Integrity & Ethics
- Pursuit of Excellence/Continuous Learning
- Teamwork

Role Competencies

- Analytical Thinking
- Attention To Detail
- Business Perspective
- Creativity & Innovation
- Project Management



Equipment Used:

Standard office equipment including phone, computer, fax, and printer/copier. Multi-media equipment including video camera and audio recording devices.

Working Environment:

The work is primarily performed in an office setting with a controlled environment.

Work/Schedule

Day shift, Typically Monday-Friday.

Travel:

Minimal local travel with some overnight stays– up to 5%

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

EEO Employer W/M/Vet/Disabled