

Instructional Designer

Chicago, IL, US

Summary

Unique opportunity to contribute to the continuing education and professional development of Pathologists and Laboratory Professionals around the world working in a challenging and collaborative environment. Apply instructional design expertise to develop online learning and performance support materials. Employ systematic strategies to implement new educational product lines and services using best practices in curriculum development, technology, and adult learning theory. Provide oversight for project teams by providing design, development, and deployment of new educational products and services. Facilitate/conduct volunteer meetings as needed.

Duties and Responsibilities

Project Management:

- Collaborates with project teams
- Develops project planning documents
- Conducts project meetings
- Guides project from kickoff to completion
- Conducts project debrief sessions documenting best practices

Education Development:

- Works with subject matter experts and instructional design team to ensure e-learning activities, enduring materials, and performance support materials are effective, engaging, and are consistent with best practices in adult education.
- Conducts needs assessment activities.
- Designs, develops, and performs QA on e-learning activities, enduring materials, and performance support materials.
- Works with instructional design team and e-Learning Manager to improve SOPs for project-related design, development and deployment. Facilitates a smooth handoff between design, IT, marketing, and the CPD product owners.

Strategic Planning:

- Collaborates with volunteer and staff leadership to design, develop, evaluate, and enhance innovative learning solutions.
- Works with instructional design team to research and develop new technology-based solutions and improvements.
- Participates in cross-functional teams to move ASCP organizational initiatives forward.

Compliance and Professional Development:

- Ensures compliance with applicable ACCME, MOC, and BOC guidelines for continuing education and certification requirements.
- Applies ASCP customer service guiding principles when interacting with ASCP volunteers, customers, vendors, and staff. Collaborates with other ASCP departments to manage customer support activities for online, offline and products and services.
- Maintains professional and technical knowledge.

Experience

- Bachelor's degree in Instructional Design or other relevant field. Master's degree in instructional design or related degree preferred.
- Minimum of 3 years' experience in adult and continuing education/training (continuing medical/healthcare education a plus)
- Proficient with technology tools, processes, and procedures related to the design and delivery of online education for use within a learning management system (eg, Storyline, Captivate, online conferencing tools, PowerPoint, and Word). Working knowledge of SCORM and xAPI preferred.
- Minimum of 1+ years project management experience. Experience working in a professional association environment with volunteer committees preferred.
- Ability to cultivate and sustain effective relationships with committees/groups.
- Demonstrates well-developed time management, negotiation, and conflict resolution skills, as well as a willingness to learn. Also demonstrates strong interpersonal, organizational, and analytical skills, as well as strong oral and written communication skills. Must be flexible, a quick thinker, and self-directed, and have strong attention to detail.
- Job Conditions-Normal office environment. Interaction across departments/divisions of the Society. Occasional travel to staff ASCP education activities.

Equal Opportunity Employer: /Individuals with Disabilities/Protected Veteran

Please follow the link to apply:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=aa0ee485-1627-4e67-b9b5-67df4821b456&cclid=19000101_000001&jobId=212623&lang=en_US&source=CC4