

INTERNAL AND EXTERNAL JOB POSTING

Instructional Designer

ISANS is seeking a full-time **Instructional Designer** to design and publish courses, training and support resources. Reporting to the Manager, Online Strategy & Learning, this position is responsible for:

- Developing interactive, effective online content
- Assisting with embedding, formatting and deploying learning objects
- Providing quality assurance testing for online material
- Applying and adapting appropriate pedagogic strategies, techniques, and principles of instructional design into online courses
- Working within design templates and standards as instructed
- Performing detailed work and repetitive tasks for extended periods of time
- Proofreading the content, flow & consistency of courses
- Developing course materials (e.g., handouts, videos, audios), learning objects, online activities and group exercises including instructions and look and feel
- Participating in evaluating and assessing instructional effectiveness and continuous improvement of course materials
- Learning new software, strategies & techniques
- Researching and evaluating emerging instructional technologies and tools and make recommendations for use
- Liaising with subject matter experts throughout course development and implementation as required
- Ensuring a high standard of instructional design is maintained

The ideal candidate for this position will have the following:

Education:

- Bachelors Degree or equivalent combination of education and experience will be accepted

Experience:

- Ability to learn new technologies and software
- Experience in effectively presenting information
- Experience with expressing clear and concise ideas, both orally and in writing
- Experience in teaching online or face-to-face
- Experience with Adobe Master Suite
- Experience with course authoring software, e.g. Captivate, Camtasia, Articulate Storyline
- Experience with Moodle administration and/or development
- Experience working in a cross-cultural environment

Skills:

- Strong written (composition) and verbal English communication skills
- Strong copyediting skills including strong knowledge of English grammar
- Ability to work independently and as part of a team
- Strong time management and organization skills
- Proficient with Office applications

Knowledge

- Knowledge of current web-based instructional technology and design
- Knowledge of web-design best practices
- Knowledge of web standards for accessibility
- Knowledge of Moodle v.2.8 +
- Knowledge of deploying learning objects and media management within Moodle
- Knowledge of HTML5
- Basic knowledge of CSS
- Basic knowledge of JavaScript and/or PHP

Terms of Employment:

- Fixed term contract to end March, 2019, renewable pending confirmation of funding
- Full-time 35 hours per week

Commencement Date: ASAP**Closing Date:** Thursday December 13th – 4 p.m.**To apply:** E-mail your resume and cover letter merged into one document to careers@isans.ca, stating in subject line the position you are applying for.

**We wish to thank all applicants for their interest and effort in applying for this position.
However, only candidates selected for interviews will be contacted.**