

Purpose

The Instructional Designer at Kappa Kappa Gamma Headquarters designs, develops, and implements interactive online training and development courses for organization members, staff, and volunteers. The Instructional Designer is a member of the Education and Training Department and will work closely with team members, other departments, and subject-matter experts to conduct needs assessments and develop learning content using a variety of multimedia and courseware tools. This role is also responsible for the administration of Minerva, Kappa's learning management system. Applicants should be adept in the application of learning sciences and design methodology to create engaging and effective content.

A successful candidate will have a passion for learning and technology and must be action-oriented, creative, organized, and able to manage multiple projects simultaneously. Excellent time management, writing, and communication skills are necessary. Experience interfacing with volunteers, customers, and vendors is a plus.

Essential Functions

- Create design documents/storyboards for interactive online learning courses.
- Develop online courses using multimedia tools and authoring software such as Articulate Storyline and/or Rise.
- Support the Director of Education and Training by providing project updates throughout the analysis, design, development, implementation, and evaluation phases.
- Develop and maintain an understanding of Kappa's governing structure to provide user-centric learning journeys for various organization roles.
- Interface with subject matter experts to understand and develop training goals/learning objectives across a variety of topics/disciplines.
- Build evaluation frameworks for training. Adjust training approaches based on learner performance and feedback as necessary.
- Manage all aspects of the learning management system, including course implementation/updates, learning path mapping, and basic interface design. Maintain and analyze progress report data. Troubleshoot end-user support requests.
- Act as liaison to the LMS provider and any third-party software/service entities relevant to the position and responsibilities.

Preferred Education and Experience

- Two to five years of instructional design experience.
- Experience with learning-science principles and their application to instructional design.
- College degree (bachelor's or master's) in instructional design or similar (or relevant work experience).
- Comfort with technology.
- Proficiency with course-authoring software (Articulate Storyline and Rise preferred).
- Familiarity and experience with image-, video-, and audio-editing software.
- Experience with Vyond is a plus.

- Capable of working independently and as part of a team.
- Excellent writing and communication skills.
- Strong attention to detail.