

**Long Wave Inc. Position Description**

**Position Title:** Instructional System Designer (ISD)

**Department/Location:** SimTEC/Oklahoma City, OK 73104

**Supervisor:** Rebecca Dixon

**Status:**  Regular/Full-Time Non-Exempt

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**Primary Function:**

This position is responsible for developing Navy formatted Instructional System Design (ISD) courseware and training to include Instructor Guides, Student Guides and Presentation Materials which coordinate with the Program.

**Essential Responsibilities:**

1. Responsible for designing, developing, and maintaining Instructor Led Training and eLearning courseware used for course delivery.
2. Ability to apply instructional design theories, models, and best practices to create effective and engaging learning experiences.
3. Define learning objectives and quality control measures.
4. Monitor goals and courseware objectives.
5. Provide “Train the Trainer” training to instructors.
6. Continually collaborate and communicate subject matter experts and customers throughout the development cycle to ensure training program is meeting defined needs.
7. Maintain and update courseware as necessary or when program guidelines are updated or adjusted.
8. Ability to work as a member of a team and coordinate tasks of team members to ensure the goals of the project are met in a timely manner.
9. Ability to manage multiple projects simultaneously.
10. Excellent written and verbal skill with the ability to explain complex concepts clearly and concisely.
11. Perform other duties as assigned.

**Work Conditions:**

Employee will be working within an office environment. Employee may be expected to travel on occasion to locations where specific PPE or attire is necessary.

**Job Requirements:**

*Minimum Requirements:*

* Master’s Degree in Instructional Design or related field
* 3-5 years’ experience working in Instruction System Design to include developing courseware
* 1-2 years’ experience providing training and interfacing with trainers
* Proficiency with eLearning authoring tools such as Adobe Captivate, Articulate Storyline, or similar platforms
* Proficient in Microsoft Office to include Word, Excel, and Outlook
* US Citizenship
* Current/Ability to obtain Secret Clearance

**Preferred Requirements:**

* Experience with US Navy training and development curriculum preferred
* Experience working as a Government Contractor or with contracts, DOD experience preferred
* Experience using Adobe Creative Suite highly desirable
* Portfolio showcasing work examples
* Preferred active DoD Top Secret Clearance

**EOE AA M/F/Vet/Disability**