

# **INSTRUCTIONAL DESIGNER**

**Foundation for Advanced Education in the Sciences @NIH**

**Bethesda, Maryland**

The Foundation for Advanced Education in the Sciences (FAES), Inc., is an entrepreneurial non-profit organization, located at the National Institutes of Health in Bethesda, Maryland, that conducts advanced educational programs and activities to promote the productivity and attractiveness of professional life on the NIH campuses. FAES programs complement the work of NIH in accomplishing its mission of research and training in the biomedical sciences and FAES seeks to continue to create and sustain cutting-edge programming in all operational areas.

The Academic Programs department oversees over 150 graduate courses, over 100 workshops, conferences, and other educational special events. All members of the Academic Programs department are responsible for supporting program success for audiences that range from large annual conferences to small, intimate training courses for students at all skill levels. Enrollments at FAES' Academic Programs have been growing, and FAES Academic Programs are expanding to reach broader biomedical communities and beyond.

## **General Summary/Purpose:**

Reporting to the Assistant Director, Teaching and Learning, the Instructional Designer will provide support for designing, developing, and delivering face-to-face, blended, fully online, and technology-enhanced courses, modules, and other instructional materials for FAES Academic Programs. The Instructional Designer will maintain and uphold FAES standards of excellence in course development and delivery and will act as a project lead for various assigned special projects necessary for the maintenance and development of courses and for the growth of FAES Academic Programs initiatives. This position plays a key role in supporting the overall success of the program, including increasing enrollments year-over-year, and for delivering exceptional services to the National Institutes of Health, with emphasis on the program and customer service excellence.

## **Primary duties and responsibilities:**

### Project Lead for Course Development and Revision:

- Coordinate the development of instructional materials that are engaging, interactive, compelling, functional, informative, and consistent with sound instructional design principles
- Collaborate with subject matter experts and scientists to identify target audience's educational needs
- Assist with designing instructional outcomes and creating content that is aligned with these outcomes
- Consult with and motivate faculty members

- Support ongoing curriculum development and quality control to ensure that educational offerings are current and meet high quality standards; convey expectations of course standards to faculty members
- Work with faculty to implement evidence based best practices for teaching and learning, particularly regarding adult learning theory (andragogy)
- Assist faculty with course design
- Provide feedback and edit materials in a timely manner
- Troubleshoot and problem solve teaching and learning challenges as well as technical issues
- Manage and track time spent on projects
- Analyze and apply trends and best practices in learning technologies and instructional design
- Analyze course data and communicate trends
- Ensure that courses are designed with accessibility in mind and are 508 compliant
- Provide feedback regarding instructional effectiveness of instructional design processes
- Assist with quality reviews of courses
- Engage in ongoing professional development to remain current on cutting-edge, evidence-based teaching and learning strategies and innovative and emerging technologies to support learning
- Monitor and report on course development process
- Manage a multitude of projects, track project efforts, and communicate results
- Other duties as assigned

#### Specialized Knowledge, Skills, and Abilities:

##### Andragogical

- In-depth understanding of best practices and andragogical issues related to teaching and learning, particularly in the online environment
- Knowledge of and demonstrated ability to apply instructional design models and principles
- Knowledge of various classroom assessment techniques and methods
- Knowledge of and the ability to apply Section 508, UDL, and accessibility standards for online learning environments, as well as familiarity with assistive technologies used with online course production and delivery
- Familiarity with copyright laws and creative commons and how they pertain to online courses

##### Technical

- Ability to evaluate and suggest current and emerging technologies to support and facilitate learning
- Ability to train one-on-one and in a group setting in a collaborative and professional way using multiple modalities
- Proficiency with multimedia and word processing skills on both PC and Mac platforms
- Familiarity with graphic design, audio, and video elements and software as they pertain to online course design and delivery

- Requires skilled use of course management tools and systems; experience with Canvas preferred
- Familiarity with use of conferencing software (e.g., Adobe Connect, Zoom, etc.)
- Familiarity with Panopto preferred
- High skill level in use of Microsoft Office, PowerPoint, basic HTML editing software, and basic image manipulation software
- Familiarity with social media tools and their relevance in technology-enhanced courses

Additional skills and requirements:

- Work independently; self-motivated
- Solve problems in enterprising and proactive ways
- Exhibit strong organizational skills
- Exhibit ethical behavior and appropriate business practices consistent with these standards and values of the organization
- Establish and maintain positive working relationships and partnerships, both internally and externally, to achieve the goals of the organization
- Communicate effectively; speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques
- Cultivate creativity and innovation to achieve organizational targets
- Anticipate, understand, and respond to the needs of internal and external clients to meet or exceed their expectations within the organizational parameters
- Provide hands-on support of all clients as an essential part of our high-touch organization
- Build collaborative relationships; foster teamwork; work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness
- Exhibit willingness to listen to others and encourage creative ideas
- Must be available for occasional evening and weekend work

Qualifications:

- Bachelor's degree in Instructional Design, Instructional Technology, or related discipline is required; a Master's degree is preferred
- Five years of experience at a professional level in the areas of instructional design, instructional technology, or a closely related field
- At least three years of online teaching experience is preferred