

*Talent development roles and responsibilities are often impacted by the size, structure, and tasks of an organization's learning function. This sample job description is designed as a starting place for you to then customize to reflect your organization's specific needs.*

## **Instructional Design - Individual Contributor**

### **Job Description Summary**

This position is responsible for designing, developing, and delivering instructional materials and e-learning modules to enhance the learning experience of our employees. The role involves collaborating with subject matter experts (SMEs) to create engaging and effective learning content that aligns with organizational goals. The ideal candidate will apply instructional design principles, leverage technology, and incorporate feedback to continuously improve learning solutions.

### **Essential Duties and Responsibilities**

- Write clear and measurable learning objectives.
- Design engaging learning activities to support instructional goals.
- Collaborate with SMEs to gather and validate content.
- Create training presentations that facilitate learning.
- Develop digital content, including e-learning modules and multimedia assets.
- Implement feedback from learners to improve instructional materials.
- Develop scripts for instructional videos and e-learning modules.
- Write comprehensive curricula for various training programs.
- Create training handouts and materials that support learning objectives.
- Ensure instructional materials are accessible to all learners.
- Perform needs analysis to identify learning requirements.
- Research and apply new learning technologies to enhance learning experiences.
- Write assessments to measure learning outcomes.
- Develop detailed storyboards for e-learning modules and other instructional content.

### **Skills**

- Proficiency in instructional design models.
- Experience in e-learning development.
- Strong scriptwriting skills for instructional content.
- Expertise in multimedia development and production.
- Curriculum development experience.
- Excellent technical writing skills.
- Project management skills.
- Ability to conduct needs analysis.
- Data analysis skills to inform instructional design.

- Proficiency in learning design principles.
- Experience in storyboarding and prototyping.
- Content curation abilities.
- Effective SME management.
- Strong communication skills.
- Collaboration skills for working with diverse teams.
- Experience in writing assessments.
- Familiarity with AI tools and their application in instructional design.

#### **Qualifications to Consider**

- ATD Master Instructional Designer
- Associate Professional in Talent Development (APTD)
- Certified Professional in Talent Development (CPTD)

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