

VISTA Training, Inc.
Position Description
Project Manager/Instructional Designer

Description of position needs

The individual in this position will have multiple responsibilities in the instructional development division of VISTA training, Inc.

Instructional designer

Participate as a part of the development team in determining the required instructional design for the customer's students, considering available resources, available project budgets and competitive product offerings. This will involve:

- The development or redefinition of learning objectives based on the goals of the program
- The identification of program content to achieve these objectives
- The selection of appropriate multi-media tools to best deliver this content
- The development of concise and effective assessment tools to determine achievement of these goals and objectives.

Project management

- Be the prime customer contact, for either external or internal customers
- Develop project definitions and time/cost budgets
- Develop and maintain project timelines
- Participate in the allocation of resources required for achievement of project objectives

Hands-on Development

In addition to these two primary roles, this position will also include development tasks such as initial project research, content script creation, storyboarding and final project quality assessment.

Required skills

- Strong interpersonal communication skills
- Hands-on experience in the development of individual and/or instructor-based instructional content
- Specific experience in the development of learning objectives for instructional programs, both as a student and as a member of a development team
- Demonstrated team development experience, including the successful achievement of team goals

Desired skills and Experience

- Working knowledge of the function and operation of construction and heavy equipment, or with the users of this equipment
- Experience with, or working knowledge of, the health care industry, particularly the training and continuing educational needs
- Working knowledge of technical documentation, including operators and parts manuals, maintenance or other instructional materials for products and processes
- Instructional experience, either in an academic classroom or with an organization that provides instruction for customers of their products or processes

Educational Requirements

Required: Associate degree in a training/instruction related discipline

Desired: Bachelor or higher degree in education, with strong instructional design emphasis, preferably targeting adult learners