



FEBRUARY 27, 2019

Manager, Instructional Design

Overview

Are you someone who is passionate about both health care and education? At the Physician Assistant Education Association (PAEA), we are committed to transforming PA education and health care by leading and serving the PA educational community. As the national leader in PA education, the Association delivers a large array of educational resources, products, and services specifically designed to meet the emerging needs of PA programs.

The Association is seeking a tech-savvy, creative educational enthusiast ready to take on the challenge to enhance our existing educational offerings, and design and develop new programs for members. The Manager, Instructional Design will join the Professional & Organizational Development team and will wear multiple hats, playing the role of facilitator, innovator, researcher, and developer. The ideal candidate will have 2 or more years of experience using online, face-to-face, and blended approaches to training and development. The Manager, Instructional Design is responsible for managing the development and delivery of online professional education content for PA educators, including the instructional design and instructional technology components.

This position requires experience working with learning management systems and online authoring tools, as well as knowledge and understanding of contemporary adult education principles. Moderate travel throughout the year is required with this position. This position is a non-supervisory role, and reports to the Senior Director, Digital Learning & Culture. Remote work may be possible for this position.

Responsibilities

- Work with members of the Professional & Organizational Development team to determine and operationalize the best way to complement in-person events with digital tools and resources, including identification of appropriate delivery methods and creation of supporting material/media (audio, video, simulations, role plays, games etc.)



- Analyze and apply trends and best practices in learning technologies and instructional design
- Design and develop online offerings of varying delivery methods based on needs analysis and strategic plan
- Liaison with member volunteer groups to incorporate their work into digital platforms
- Deploy and manage online courses and other educational content in the Association's learning management system and learning experience platform
- Maintain learning management system and learning experience platform. Build and troubleshoot online course functionality, including discussion boards, assignments, quizzes, etc.
- Compile and utilize survey and assessment results for quality improvement
- Facilitate ongoing environmental scanning and needs assessments that will help inform the Association's online learning strategy
- Identify and leverage cross-departmental channels for collaboration
- Recruit and manage subject matter experts for learning programs
- Maintain and manage relationships with external vendors for online content curation and delivery platforms
- Other duties as assigned

Qualifications:

Education and Experience

- Bachelor's degree or higher in education, instructional design, or a related field directly applicable to this role is required. Master's degree preferred
- Minimum 2 years of relevant experience in online education development and delivery
- Experience with learning management systems and online learning authoring tools, e.g. Articulate

Skills and Abilities

- Ability to effectively work with and manage a variety of internal and external stakeholders, including subject matter experts, to ensure successful outcomes
- Understanding of best practices in adult learning theory and online educational development
- Digital audio and video production
- Ability to drive successful completion of multiple projects simultaneously
- Proficiency with Microsoft Office, multimedia software (e.g. Adobe Creative Cloud), and educational technology applications that support learning and engagement



- Must collaborate regularly and effectively, working with other teams such as communications, assessment, and research
- Ability to work independently and meet deadlines
- Ability to determine and gather the necessary evidence to make evidence-informed decisions for content development
- Attention to detail

To Apply

Please apply through ZipRecruiter.