



Job Title: Instructional Systems Designer
Full-time, exempt position with benefits

Work Location: Orlando, FL

Contact: Human Resources

TO APPLY: Submit resume with cover letter, including salary requirements, to
jobs@nfocus.com

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Develop and deliver high-quality, comprehensive training products and services for government and commercial clients and end users.
- Conduct assessments for determined training.
- Accurately identify target audiences.
- Validate and develop training materials including course objectives, learning objectives, curriculum outlines, and evaluate methodologies and program delivery.
- Formulate development and instructional strategy in conformance with selected/recommended training methods and media.
- Communicate clear understanding of client needs and overall product acceptability.
- Contribute to development focus, structure, clarity, conciseness, and interactive strategy.
- Coordinate with development team members to produce individual lessons.
- Assist with general administrative functions.
- Develop standards and criteria of curriculum design and evaluation.

EDUCATION/EXPERIENCE:

Required

- Bachelors degree in Instructional Systems Design AND ten (10) years experience in Instructional Systems Design
OR
- Advanced degree in Instructional Systems Design AND five (5) years experience in Instructional Systems Design

Preferred

- Instructional Systems Design experience in military application(s)

OTHER QUALIFICATIONS:

- Willing to submit to required background check
- Able to meet requirements to obtain a secret security clearance
- Experience with adult learning and an enthusiasm for instructional development are essential requirements for this position.
- Able to exercise strong verbal communication and presentation skills along with excellent organizational skills effectively with multiple audiences and internal functional departments to include engineering, program management, contract management, modeling and simulation, and visual and audio multi-media.
- Able to establish and implement techniques and procedures for web-enabled, interactive multi-media hardware and software operation, assist in developing hardware and software configuration management procedures used in various training products/programs.
- Able to ensure less experienced team members are mentored and effectively encourage trades across technical, contract and program domains of project.
- Proficient with the Instructional Systems Design (ISD) process as it relates to training development.
- Skilled at executing complex tasks
- Able to lead, mentor, and motivate experienced technical staff
- Able to bridge communication across a team
- Able to communicate in a professional, positive, courteous manner at all times with all levels of customers, clients, vendors, visitors and employees.
- Able to apply problem-solving techniques.
- Able to work independently and/or cooperatively and effectively in a team environment.
- Able to work with nominal supervision as part of an integrated and dispersed team,
- Self-motivated with ability to establish priorities and effectively manage time to complete multiple tasks within specified timeframes.
- Able to work quickly and accurately under pressure.
- Organized and detail-oriented with a strong sense of urgency.
- Able to engage in continuous learning

BENEFITS:

- Paid vacation
- Paid sick time
- Paid holidays
- Health insurance
- Retirement plan with company match
- Dental and Ancillary benefits available

*Relocation expenses not covered

EOE/M/F/V/D