

# Content Development Specialist

## Position Summary:

The Content Development Specialist is responsible for assisting in the design and development of computer based and instructor led training solutions that incorporate effective learning strategies for a variety of global audiences. The ideal candidate will maintain high standards of performance while meeting tight deadlines in a collaborative work environment.

## Responsibilities:

- Assist development team in the design, development and maintenance of training/courseware, (Computer Based Training (CBT), Instructor Led Training (ILT) materials, job aids, graphics, multi-media) to maximize performance and learning effectiveness.
- Use various company development tools to create and modify content.
- Collaborate with Instructional Designers, Graphic Artist, and Image Analysts.
- Follow the company style guide and standards to ensure consistency throughout all course content and collateral materials.
- Ensure all information is consistent, easy to understand, and well organized.
- Proofread and edit own work and work of others to improve quality.
- Review and test final product prior to deployment for client approval.

## Education:

- Bachelor's degree in Instructional Design, English, Education or related field.

## Required Skills:

- Strong PC skills and expertise in MS Office, specifically Excel, Word and PowerPoint.
- Ability to understand and communicate concepts quickly and accurately, both verbal and written.
- Desire to continuously learn new features of development tools; including authoring tools, project management tools, and learning management system (LMS).
- High attention to detail.
- Ability to prioritize, schedule and meet deadlines.

## Experience:

- One or more years experience as a teacher, trainer and/or professional development instructor for adult learners.
- Proven ability to juggle multiple projects and adapt to frequent change.
- Demonstrated ability to work independently and in a team-oriented, collaborative environment.
- Excellent communication and interpersonal skills.

## Preferred Qualifications:

- Demonstrated familiarity with Instructional Design and Courseware Development principles.