



Position Description

Date: June 20, 2024
Position Title: Manager, Learning Design and Innovation (Instructional Design Manager)
Reports To: Senior Director, Learning Design and Innovation
Status: Exempt

Position Summary:

The Manager (Instructional Design Manager), as a member of the Learning Design and Innovation team, will support the design, development, and delivery of ASAM's educational products and curricula across live, online, and blended learning modalities. They will lead the design and development of selected courses, working closely with course planning committees, faculty, and other members of the ASAM staff team.

Responsibilities/Duties:

- Lead the design, development, and delivery of 2-3 educational programs, using best practices in instructional design, adult learning principles, technology integration, and multimedia development.
- Contribute to needs analysis to define learning objectives and goals.
- Recommend strategies for multimedia and technology integration to enhance curricula.
- Draft, edit, and script educational content for online courses and related initiatives.
- Coordinate course development activities with various ASAM departments to ensure quality, consistency, and a positive learner experience.
- Provide guidance to faculty on adult learning principles, best practices in instructional design, and effective teaching strategies.
- Collaborate with the Learning Design and Innovation team in knowledge sharing to learn from colleagues and stay up-to-date on industry best practices. (New addition)
- Implement user-centered practices to improve the usability and navigability of educational offerings.
- Continuously improve and maintain educational products through updates and course revisions.
- Lead recording sessions with subject matter experts for ASAM educational offerings.
- Utilize authoring tools such as Articulate 360 to design educational content for live, blended, and online delivery.
- Manage and assist with other programs and projects as determined by the Senior Director, Learning Design and Innovation.

Required Qualifications:

- Bachelor's degree or higher in Education, Instructional Design, Instructional Technology, Learning Design, or a similar discipline.
- Minimum of 2-3 years of experience in instructional design and curriculum development.
- Proficiency in e-learning technology and multimedia tools.
- Strong skills in graphic/visual design and interaction design.

Desired Qualifications

- Master's Degree in Instructional Design, Adult Education, or a related field.
- Experience in a leadership or managerial role.
- Familiarity with associations, particularly medical societies, is preferred but not required.
- Some experience with medical organizations or education is preferred but not required.

Skills and Abilities:

- Excellent proofreading and attention to detail.
- Strong organizational skills, including setting priorities, managing projects, and following up on assignments with minimal direction.
- Ability to efficiently handle multiple priorities with attention to detail.
- Good interpersonal skills for effective, efficient, and professional interactions at all organizational levels.
- Experience with content authoring tools (e.g., Articulate 360).
- Proficiency in audio/video editing tools and techniques (e.g., Camtasia, Vyond).
- Proficiency with Microsoft Office Suite (Word, Excel, Outlook, PowerPoint).
- Team player with a positive attitude, intellectual curiosity, and the ability to have fun with the team.

Works closely with:

- Senior Director, Learning Design and Innovation
- Members of the Learning Design and Innovation team
- Members of the Education department
- Faculty and subject matter experts

To Apply:

Please submit a resume and cover letter explaining your interest in this position and how your skills match the position to the following address:

https://recruiting.myapps.paychex.com/appone/MainInfoReq.asp?R_ID=6327989.

Recruiting Salary Range: Commensurate with experience (with a robust benefits package)

ASAM provides equal opportunity to all staff. No person shall be discriminated against because of race, color, religion, sex, national or ethnic origin, age, physical handicaps, marital status, sexual orientation, family responsibilities, political affiliation, or any other category that is protected by federal law or the laws of the Maryland.



ASAM is proud to be honored with the Sloan Award for Excellence in Workplace Effectiveness and Flexibility for its use of flexibility and other aspects of workplace effectiveness as a workplace strategy to increase business and employee success. ASAM was one of eight organizations and the only association to be recognized in the state of Maryland.