



Position Description

Date: February 25, 2025

Position Title: Specialist, Learning Design and Innovation

Reports To: Manager, Learning Design and Innovation

Status: Exempt

The Specialist, Learning Design and Innovation plays a crucial role in ensuring the consistency, effectiveness, and overall quality of ASAM's educational products through two essential functions: quality assurance and instructional design support. The specialist is responsible for reviewing and refining educational content to ensure clarity, accuracy, and consistency, as well as implementing standardized templates and style guides to enhance learning materials and create a cohesive learner experience. Additionally, they will support instructional design efforts by assisting with content development, multimedia creation, and course revisions. Working closely with the Learning Design and Innovation team, the specialist will contribute to the development of engaging and effective learning experiences.

Responsibilities/Duties:

- Lead QA efforts by reviewing educational content for accuracy, clarity, consistency, and overall effectiveness.
- Redesign and enhance existing learning materials to improve learner engagement and adherence to best practices.
- Develop, implement, and maintain standardized templates and style guides to ensure consistency across ASAM's educational products.
- Ensure educational materials meet interface design standards and positive learner experience principles.
- Provide content reviews and feedback to ensure alignment with instructional and organizational goals.
- Implement ongoing improvements and maintenance of educational products through updates and course revisions.
- Assist with instructional design projects by supporting content development and implementation as needed.
- Adapt, design, and develop learning materials and multimedia content using tools such as Articulate 360, Canva, Descript, and Camtasia.
- Support recording sessions with subject matter experts for ASAM educational offerings.

Skills and Abilities:

- Excellent proofreading, copyediting, and attention to detail.
- Strong quality assurance skills to identify and correct content issues.

- Excellent organizational skills, including setting priorities in work assignments, managing projects, and following up on assignments with minimal direction.
- Ability to prioritize work efficiently and effectively across multiple projects and tasks.
- Strong collaboration skills, enabling interaction that is effective, efficient, and professional with individuals at every level of the organization.
- Experience with e-learning technology and content authoring tools (such as Articulate 360, Descript, Camtasia, and Canva).
- Experience with slide design, templates, and standardization practices.
- Experience with audio/video editing.
- Proficient with Microsoft Office Suite (Word, Excel, Outlook, PowerPoint).
- Resourcefulness, initiative, and creativity valued.
- Team player with a positive attitude, intellectual curiosity, and ability to engage in enjoyable team-building activities.

Required Qualifications:

- Bachelor's degree or higher in e-Learning, Instructional Design, Graphic or Multimedia Design, Educational Technology, Learning Design, or a similar discipline.
- Basic understanding of graphic and multimedia design principles and ability to apply best practices in user interface and user experience design.
- Experience with copyediting, quality assurance, and maintaining editorial consistency across content.
- Experience with Articulate 360, Camtasia, or other digital content creation tools.
- Proficient with Microsoft Office Suite.

Desired Qualifications:

- Experience reviewing instructional design materials and providing content feedback is preferred.
- 1-2 years of instructional design experience is preferred.
- Association experience, particularly in a medical society, is preferred.
- Experience with medical organizations is preferred.

Works closely with:

- Members of the Learning Design and Innovation team
- Faculty subject matter experts
- Other ASAM staff and departments

Salary and Benefits:

Salary: \$53,000 - \$58,000 Commensurate with experience.

Benefits: Robust benefits, including 4 weeks (paid) parental leave, family health, vision, and dental benefits, 401(k) plan match. Flexible remote work arrangements available.

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=6694828

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.