



## Position Description

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<b>Date:</b>	March 27, 2025
<b>Position Title:</b>	Instructional Design Intern
<b>Reports To:</b>	Specialist, Learning Design & Innovation
<b>Stipend:</b>	\$250 monthly stipend, with a maximum amount of \$1000.00
<b>Start Date:</b>	Summer Semester 2025 (May-August)
<b>Time Commitment:</b>	15-20 hours per week preferred

### About ASAM:

ASAM is a medical professional society representing more than 6,500 members with 50+ staff and a \$10M annual operating budget. It is an energetic, fast-paced organization with multi-faceted opportunities in addiction medicine.

### Position Summary:

The Learning Design and Innovation (LDI) team seeks an Instructional Design Intern who will support the design, development, and delivery of ASAM's educational products. They will help build instructional content in collaboration with members of the LDI team.

As an Instructional Design Intern, you will gain experience in the course development processes for live, blended, and on-demand courses. Throughout your internship, you will support the LDI team in various phases of the course development lifecycle, including needs analysis, requirements gathering, course design, content development, course deployment, and evaluation. You will also research and recommend new and innovative educational technology solutions to create engaging learning experiences for learners.

The LDI team is highly collaborative and welcomes creative thinking, new ideas, and individual contributions. You will have the opportunity to contribute your unique perspectives, strengths, knowledge, and expertise to the team's success.

The Instructional Design Intern will report to the Learning Design and Innovation Manager.

### Essential Responsibilities and Duties:

- Support the LDI team in creating products in ASAM's eLearning Center.
- Develop course materials and multimedia content using tools such as Articulate Rise, Articulate Storyline, and Camtasia.
- Perform quality assurance checks on new and existing courses for consistency, accuracy, relevance, and functionality.
- Explore, evaluate, and recommend new educational technology solutions.
- Support the design of PowerPoint presentations, animations, and other visual elements.
- Support the production, post-production, and maintenance of video content.
- Contribute toward other course development-related projects.

**Minimum Qualifications:**

- Strong interest in Instructional Design.
- Be able to work 10-20 hours a week throughout the internship with minimum absences.
- Meet legal requirements to work in the US without visa or sponsorship requirements.
- Stable internet connection and access to Microsoft Office Suite.

**Preferred Qualifications:**

- Pursuing a degree in Instructional Design, Education, Educational Technology, Learning Science, or a closely related discipline.
- Currently enrolled at an accredited university or college.
- Internship is a required or preferred requirement for your degree.
- Experience with Articulate 360, Adobe Creative Suite, Camtasia, or other digital content creation tools.
- Proficient with Microsoft Office Suite (Word, Excel, Outlook, PowerPoint).
- Excellent presentation, written, and oral communication skills.
- Basic understanding of instructional design practices.

**Skills and Abilities:**

- Excellent proofreading skills and attention to detail.
- Ability to self-direct and manage projects, interact with the team professionally, and build relationships across the organization at different levels of seniority.
- Excellent organizational skills, including setting priorities in work assignments, managing projects, following up on assignments with minimal direction, and communicating in a timely fashion when tasks and/or deliverables have been completed to close project loops.
- Ability to efficiently handle multiple priorities in a fast-paced environment with attention to detail.
- Resourcefulness, initiative, and creativity are valued.
- Team player with a positive attitude, enthusiasm, and intellectual curiosity.

**Works Closely With:**

- Learning Design and Innovation Manager and other members of the Learning Design and Innovation team.
- Other ASAM staff and departments.

**Benefits of Internship:**

- The position is remote (no travel required).
- Offers extensive learning and professional development opportunities.
- Great for gaining experience and building your resume.
- The position has a flexible schedule that allows you to take advantage of other opportunities, including school and other internships.
- When the internship is complete, you will receive a written evaluation to document your contributions and performance and any other required documentation from your program.

**To Apply:** Please submit a resume and cover letter explaining your interest in the position and how your skills match the position to [learninginnovation@asam.org](mailto:learninginnovation@asam.org).

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.