

Posting Period
February 26 – March 12, 2013

Instructional Designer

Summary of Duties

Reporting directly to the Department Head, Management Development, designs, develops, and facilitates various training programs for all non-contract employees that support industry standards. Identifies and develops project standards, entry and advance level courses and appropriate method of delivery. Delivers training and participates in train-the trainer programs. Collaborates across multiple departments to develop learning solutions and execute training curriculums. Works with clients to ensure materials meets project requirements. Develops, manages, and maintains training content for web-based training, facilitator-led training, blended learning, self-study, and job aids. Manages training projects. Anticipates and escalates project issues as they develop. Negotiates and resolves design elements and content matters. Monitors trends in training and development; including web-based and social networking training. Performs other related duties as needed to meet the ongoing needs of the organization.

Minimum Acceptable Qualifications

- Must possess a Bachelor's Degree in English, Adult Education, Instructional Design, Communication, Industrial Psychology, Technical Writing or related discipline OR in lieu of degree, any combination of instructional design or related education and experience that equal four (4) years.
- In addition to #1, must have three (3) years experience in course design, curriculum design, or e-learning. Experience with online course development tools desirable.
- Must have knowledge of current instructional theories and principles applicable to both hard copy and web-based instructional materials.
- Must have the ability to produce instructional materials.
- Must have knowledge of information architecture principles and methods.
- Must have excellent oral and written communication skills, and analytical and organizational skills.
- Must have advanced experience in Microsoft Office Suite with emphasis in Word, PowerPoint, Outlook and Excel. Knowledge of multi-media design tools preferred.
- Must be able to interact effectively with all levels of management, employees and the public.
- Must be able to handle multiple tasks, establish priorities, work independently, and meet deadlines in a fast-paced environment.
- Must possess and maintain a valid driver's license.

All employees are responsible for performing their job safely and in accordance with the safety objectives, goals and program of the organization, ensuring compliance with applicable safety rules and regulations.

Other Important Information

- Subject to a physical examination/drug test and background check to verify information regarding education, employment history, vehicle and criminal history.
- Only resumes with salary history will be considered.
- Only qualified candidates will receive consideration.
- Relocation is not available for this position.

If you are interested in applying for a position at Metra, please send your cover letter which must include the position title, your resume and salary history to:

E-mail: jobs@metrarr.com

Metra is an Equal Opportunity/Affirmative Action Employer. It is our policy to fill vacant positions with qualified candidates without regard to race, color, sex, religion, national origin, age, or disability, assuming an individual can perform the essential functions of the job with or without accommodation.

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