

Course Manager/Instructional Designer III
Fort Sam Houston, TX

1Prospect Technologies, LLC is seeking candidates for a Course Manager to lead military medical training within the US Army Medical Command (MEDCOM). AMEDDC&S is responsible for training and educating Warrior Medics and developing leaders equipped to meet the requirements of Full Spectrum Operations. To accomplish this mission, AMEDDC&S must provide trained and ready Warrior Medics to support worldwide contingency operations; produce concepts, doctrine and organizational structure that meets current and future force requirements; create integrated and relevant training strategies, products and programs and make them available for use; and support the Readiness and Managed Care missions of the Military Health System.

Duties and Responsibilities:

- Provide instructional design services encompassing all phases of the ADDIE process while incorporating instructional principles, theories, concepts, and best practices into plans for training materials and products.
- Conduct all levels of analysis to include but not limited to: needs assessment, business case analysis, task/job analysis, content analysis, gap analysis, media analysis, audience analysis, delivery analysis, etc. as required for effective design, development, integration, implementation, and evaluation of any training program or product. Provide a comprehensive analysis report that summarizes research and substantiates recommendations. Analysis tasks may require extensive research and the potential exists for off-site travel.
- Identify and design the best approach to meeting training requirements to include developing learning outcomes, learning objectives, student centered learning activities, assessment items/strategies, delivery strategies, etc. Provide comprehensive course/product design documents to include course map, learning levels, lesson times, interactivity level, delivery method, resource requirements, and all other items required for effective development.
- Develop new, complete distributed learning training products (interactive multimedia instruction, video, audio, job aids, etc.) that include: complete content that exactly meets the course objectives; learning activities at the appropriate interactivity level; assessment items that precisely measure the objective to include practical exercises, checks-on-learning, exams, etc.; media enhancements to include, narration, graphics, animations, etc.; and end-of-course surveys.
- Modify/update existing distributed learning products provided from various sources and authored with diverse development tools such as Adobe Creative Suite, Flash, HTML, Articulate, Captivate, Lectora, Adobe Presenter, etc.
- Additional tasks include the following: research and gather data; develop plans, communications, briefings, and policies; load and maintain courseware files; coordinate repair options and decisions with proponents; repair/modify courseware; re-develop courseware that cannot be repaired; complete course academic; test and validate products on target learning management system; and other instructional design tasks as assigned.
- Perform a variety of writing tasks ensuring cohesiveness, clarity, flow, appropriate reading level, and compliance with Army and grammatical writing guidelines. Writing tasks include but are not limited to: narration, scripts, storyboards, and documents previously identified.
- Perform education related technology tasks to include 508 compliance, SCORM compliance (ADL test suite), operability/playability troubleshooting and repair, hosting system compatibility, etc. Tasks may require some limited programming skills, demonstrating functional knowledge of Java, HTML, XML, Flash. Flash Action Script as it applies to computer based training design and development. Schedule, coordinate, and communicate all aspects of training courses for students and instructors.
- Establish, generate, and maintain tracking of all relevant files, documents, and correspondence relative to
- requests for and delivery of training.
- Handle logistics of providing training materials and equipment.
- Responsible for the testing, certification, and maintenance processes for numerous and varying courses.

Education and Experience:

- BS/BA degree in Instructional Design, Education, Teaching, or related field or an equivalent combination of education and experience, MS/MA degree preferred
- 5 years of instructional design experience
- 5 years of advanced experience developing content using Captivate, Adobe CC2014, Articulate Presenter, and other authoring tools for web-based training, e.g. Dreamweaver, LMS, and video development
- Advanced level of skill with Microsoft Word & PowerPoint; e.g. Word- formatting templates, creating newsletters, merging documents; PowerPoint- creating and integrating animations
- Experience with Adobe Acrobat Professional
- 5 years of knowledge of Adult Learning Theories, e.g. Constructivism
- 5 years of Knowledge of Instructional Design methodologies, e.g. ADDIE
- Identifies solutions to non-standard requests and problems
- Solves moderately complex problems and/or conducts moderately complex analyses
- Works with minimal guidance; seeks guidance on only the most complex tasks
- Translates concepts into practice
- Provides explanations and information to others on difficult issues
- Coaches, provides feedback, and guides others
- 2 years of experience using HTML Scorm

Additional Information:

- Ability to obtain Secret Level Security Clearance

To apply send resume to: careers@1Prospect.com

1Prospect Technologies, LLC is committed to hiring and retaining a diverse workforce. We are proud to be an Equal Opportunity/Affirmative Action-Employer, making decisions without regard to race, color, religion, creed, sex, sexual orientation, gender identity, marital status, national origin, age, veteran status, disability, or any other protected class.

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