



**Academic Services Professional – Mid
Distance Learning Instructional Systems Designer (ISD)**

Location	Ft Belvoir, VA		
Clearance Level	TS/SCI (Current)		
Education	BA/BS (Instructional Design, Instructional Technology, Education, Distance Learning)	Division	Intelligence Support
Experience	6 Years	Position Type	Full-time
Misc Requirements	REF: NH208 & NH209 (2 positions)	Work Shift	Monday-Friday
		Travel Required	<20%

GENERAL JOB DESCRIPTION

The instructional systems designer at the National Geospatial Intelligence College (NGC) creates asynchronous and synchronous instruction designed for a distributed learning environment. The ISD will work with instructors, SME's, instructional technologists and multimedia developers to analyze, design, and develop distributed learning solutions for NGA and NSG learning populations. The ISD will create storyboards, scripts, scenario-based instruction, and other advanced learning strategies to meet the needs of the learners. The ISD will provide expertise in the creation of processes, policy, and implementation of distributed learning at NGC. The ISD will work closely with the requirements branch to identify suitable candidates for DL courses. The ISD for DL will perform detailed development of courseware. Specific responsibilities include development of the product, incorporation of media where appropriate, product testing, and product maintenance. Specific duties may include:

- Write training materials, website content, on-line learning content, and other materials as needed
- Develop learning objectives that fulfill requirements
- Identify optimal instructional media for accomplishing learning objectives
- Work with subject matter experts and multimedia developers to develop content to meet the learning objectives
- Develop CONOPS, style guides, and templates for distributed learning implementation
- Standardize content through the creation of shareable content objects (SCO) to ensure consistent instruction
- Develop naming and numbering conventions to facilitate the reuse of SCOs
- Develop the metadata standards to facilitate content searches within NGA and externally (ADL Registry)
- Design and develop distributed learning courseware, including completing course storyboards and review processes
- Develop and integrate module content, materials, media, and testing to meet detailed design specifications and support overall learning goals and objectives
- Work with instructional technologists to deploy the distributed learning solutions and formal training courses.



**Facilities Engineer Data Manager Academic Services Professional - Senior
Airborne Synthetic Aperture Radar (SAR) Technical Advisor**

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CANDIDATE REQUIREMENTS

Minimum Skills and Qualifications:

- BA/ BS in Instructional Design, Instructional Technology, Education, Distance Learning, English, or Human Performance Technology, or commensurate years of relevant experience implementing learning technology solutions.
- Six years experience in an educational, corporate training, or professional services environment, with an emphasis on e-learning and multimedia technologies.
- Two years experience leading other ISDs in the performance of all aspects of instructional design for e-Learning and Distributed Learning environments, including management of client deliverables within budgetary and scheduling requirements.
- Able to develop a basic subject-matter understanding through materials provided and individual research/collaboration with course stakeholders
- Ability to write, edit, proofread, and format course materials to comply with NGA College standards.
- Strong interpersonal and teaming skills
- Experience authoring and editing web and computer-based training materials using Flash, Dreamweaver, Captiva, Sumtotal Instructor, and/or Adobe products, including content authoring and delivery.
- Able to design, develop, and implement instructional materials and solutions, including electronic job aids, structured courseware, and informal learning content, following defined processes,
- Experience defining, developing, and assessing Sharable Content Objects (SCOs).
- Experience collecting, compiling, analyzing, and synthesizing information to determine learning requirements and implement distributed learning solutions.
- Able to determine and document processes and information flow maps using tools such as MS Visio.
- Able to apply cognitive science and human factors engineering to the design of web-based training
- Experience with e-Learning standards, including SCORM and Section 508 requirements and web usability standards
- Able to communicate process and procedures to faculty as they transition to DL implementation from ILT.
- Able to teach and mentor others.

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CANDIDATE REQUIREMENTS

Desired Skills and Qualifications:

- MA/MS in relevant field.
- ASTD CPLP Certification



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