

**UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN**  
**Illinois Fire Service Institute**

**POSITION DESCRIPTION**  
**eLearning Lead Developer**

**Function:**

The Lead Developer reports to the eLearning Program Director and is responsible for taking training courses from storyboards to final release. This process involves tasks such as, but not limited to: importing content into course development software (Articulate Storyline, Captivate, Moodle, Adobe Director); application of graphics, videos, content narration, conversion to web-native format (i.e., Flash, HTML5); inputting quizzes and final exams into online classrooms; posting content to web server or physical media.

**Responsibilities:**

Assist in course development activities, including writing, storyboarding and production

Work with the eLearning Program Director to define course needs, priorities, modifications, and updates

Evaluate current IFSI Online courses and makes ongoing edits, corrections, and updates based on feedback from the eLearning program Director

Develop, implement, manage and enforce course development standards throughout the institute

Report to the eLearning Program Director on course development progress, project development prioritization, content developer scheduling issues and course release information

Contribute to storyboarding, authoring and development of courses and learning solutions as necessary

Review and test course offerings from outside sources, providing feedback and solutions for implementation using company training management system

Act as quality control for courses

Work with other course-development team members and company IT programmers as needed

Pursue and promote innovation, creativity, and streamlining in the development and use of eLearning

**Reporting Relationship:**

The position reports directly to the eLearning Program Director, who reports to the Deputy Director of Illinois Fire Service Institute, who reports to the Director of the Illinois Fire Service Institute who reports to the Provost.

**Required Education and Experience:**

Bachelor's degree in instructional design, educational technology, instructional technology, or other academic discipline combines with demonstrated equivalent of applied instructional technology experience

Demonstrated experience working on instructional design projects

Strong working knowledge of ADDIE Model, HTML, Tools for creating interactive modules, Quality Matters, LMS (Moodle)

Use a variety of authoring, eLearning, and multimedia tools to create storyboards/scripts and production-ready content for video or Web-based training programs and advising on production

Must have experience with Captivate, Articulate, Adobe Premiere or equivalent software

Responsible for eLearning that is developed and delivered via electronic means such as Computer Based Training (CBT) and Web Based Training (WBT) modules

**Additional Desired Qualifications:**

- Excellent interpersonal and communication skills and attention to detail.
- Develop instructor and learner materials, to include; workbooks, lesson guides, testing materials, examinations, evaluations, and on the job training manuals, by specially providing the media packets, CDs/DVDs to support, first, second and final drafts of the training materials
- Experience with Flash
- Proficiency with Adobe Photoshop
- Experience with graphic design
- Ability to communicate clearly orally and in writing
- Demonstrated record of performance, positive attitude, ability to lead and work well with others
- Ability to work cooperatively with non-technical staff, instructors and students
- Positive work ethic with focus on detail and accuracy
- Ability to work in a team environment
- Demonstrated effective communication and interpersonal skills
- Good problem-solving and decision-making ability
- Ability to work independently with general supervision
- A knowledge of or interest in public safety and security

This is a regular academic professional position at IFSI and is an annually renewable, 12/12, 100%-time appointment with regular University benefits. Start date will be as soon as possible after the close date of the search. Interviews may be conducted before the closing date, although no hiring decisions will be

made until after the search has closed. Salary is commensurate with education and experience.

To apply, please create your candidate profile at <http://jobs.illinois.edu> and upload your resume by the close date (11/20/2013). Contact information for three references must be included on the application (letters may also be uploaded). For full consideration, candidates must complete the Hiretouch application process by the official close date.

Illinois is an Affirmative Action /Equal Opportunity Employer and welcomes individuals with diverse backgrounds, experiences, and ideas who embrace and value diversity and inclusivity. ([www.inclusiveillinois.illinois.edu](http://www.inclusiveillinois.illinois.edu))