Job description

Instructional Designer (Client Learning Design Consultant) - Remote - 4988

Client Services and Sales - USA Pittsburgh, Pennsylvania

We are seeking an innovative and cutting-edge digital Instructional Designer. This role, within our Global Client Training team, is responsible for the design and development of client-facing learning content. This role will have a direct impact on our clients’ learning experiences and overall satisfaction with our products and services.

The ideal candidate is an experienced micro-learning content designer for the modern learner. He or she should be skilled at transforming technical content into engaging and interactive learning experiences. Additionally, the right candidate will also be experienced in creating instructor-led training (classroom and virtual), eLearning, videos, and job aids. Candidates must be willing to maintain a learning mindset with a sincere desire and aptitude for growth.

Responsibilities

- Uses knowledge of adult learning theory and instructional design processes to design digital and instructor led training assets for Nielsen products and platforms
- Works closely with SMEs and business stakeholders to design blended learning offerings for global clients
- Creates custom client presentations to simplify learning of complex Nielsen products and data
- Writes eLearning and video storyboards and scripts, guiding the design from scope and initial concept to execution alongside an assigned developer
- Interacts with high-profile clients, maintaining a high degree of service to customers
- Negotiates learning objectives, strategies, plans, and deliverables with Nielsen and Client leadership, client service teams, subject matter experts, and preferred vendors
- May conduct in-person, classroom and online software and soft skills training to support Nielsen software products
- May develop videos and job aids using Articulate 360, Adobe Creative Cloud, Camtasia, Screencast-o-matic, and other software
- Actively engages in continuous improvement efforts

Qualifications

- Bachelor’s degree in Marketing or Communications, Instructional Technology, Training or equivalent education / experience
- At least 3-4 years relevant work experience
- Experience with transforming technical content into an engaging and interactive learning experience via multiple modalities including instructor-led training (classroom and virtual), eLearning, videos, and job aids
- Excellent written and verbal communication skills
- Must be able to read and write in English
- Strong organizational skills
- Ability to manage projects and deadlines
- Attention to detail and ability to deliver high quality results
- Ability to work with limited supervision in a fast-paced environment
- Candidates with a digital portfolio strongly desired
**Essential Software Experience**

Google Suite (Slides, Sheets, Docs) or Microsoft Office
Articulate 360 (Rise, Peek, Review etc.)

**Preferred Software Experience**

Adobe Premiere Pro
Adobe After Effects
Adobe Photoshop
Adobe Illustrator
Articulate Storyline or Captivate
Screencast-O-Matic
HTML5

**About Nielsen**

Nielsen N.V. (NYSE: NLSN) is a global performance management company that provides a comprehensive understanding of what consumers Watch and Buy. Nielsen’s Watch segment provides media and advertising clients with Total Audience measurement services across all devices where content — video, audio, and text — is consumed. The Buy segment offers consumer packaged goods manufacturers and retailers the industry’s only global view of retail performance measurement.

By integrating information from its Watch and Buy segments and other data sources, Nielsen provides its clients with both world-class measurement as well as analytics that help improve performance. Nielsen, an S&P 500 company, has operations in over 100 countries that cover more than 90 percent of the world’s population. For more information, visit www.nielsen.com

*Nielsen 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, gender, gender identity or expression, sexual orientation, national origin, genetics, disability status, age, marital status, protected veteran status or any other protected class.*

**Job Type:** Regular

**Primary Location:** Pittsburgh, Pennsylvania

**Secondary Locations:** FL - Tampa - Oldsmar, GA - Atlanta - Alpharetta, 

**Travel:** Yes, 5% of the Time
CHICAGO HUMANITIES FESTIVAL

Title: Director of Education
Reports to: Artistic Director
Classification: Full Time

The Chicago Humanities Festival connects people to the ideas that shape and define us, and promotes the lifelong exploration of what it means to be human. CHF fosters curiosity, celebrates creativity, explores the boundaries of contemporary knowledge and culture, and challenges us to see ourselves and the world anew. Collaborating with many of Chicago’s major cultural and educational institutions, CHF produces over 130 events annually all across Chicago. CHF has an international reputation for innovation and creativity, featuring an exceptional roster of writers, scholars, performers, and visual artists live on stage and online. Education is at the core of CHF’s mission, including EdLab, a year-round professional development program for teachers.

POSITION
The Chicago Humanities Festival’s seeks a creative, conscientious, and energetic individual to serve as its next Director of Education. The Director of Education’s primary responsibility is managing EdLab, the Festival’s professional development program for teachers. EdLab is a unique program among Chicago cultural institutions, developed to provide educators with skills to better teach writing across the curriculum in middle- to high-school classrooms. EdLab, which primarily serves Chicago Public School educators, has spring and fall sessions that include professional development (PD) workshops for teachers, classroom-based engagements, specially-curated student matinees and public programs.

JOB RESPONSIBILITIES
- Plan and execute EdLab program in dialogue with Artistic Director, Programming Team and Development colleagues, including programming and producing 2 PDs, 6 student matinees and 6 public programs annually.
- Develop and maintain:
  - a strong network of teachers and principals, growing teacher and school participation in the program each year;
  - partnerships with educational organizations, foundations, CHF supporters, and school venues.
- Design and implement Professional Development programs equivalent to 12 hours of accredited education:
  - Interview, hire and manage facilitators to run teacher PDs.
  - Secure venues and produce PDs over the course of approximately six days annually.
  - Prepare Illinois State Board of Education reports for accreditation via DePaul University, our educational partner.
- Plan and produce student matinees and public programs in collaboration with CHF programming and production staff.
  - Recruit teachers and school groups to attend specially-curated student matinees.
- Work with evaluator to set and assess specific program outcomes and to continually improve performance.
- Monitor educational trends, nationally and locally, to ensure EdLab complies with the latest standards and best-practices.
- Develop and manage EdLab budget.
- Work with Development team to secure sustainable funding streams for EdLab program as it evolves.
- Serve as a general member of the Programming Team.

QUALIFICATIONS
- A minimum of 2 years of experience and a proven success working in educational programming and/or writing instruction, at the middle to high-school level.
Experience designing and running professional development sessions, including planning, production, and development and budget oversight.

- Familiarity with both Chicago Public Schools and charter/parochial school systems; relationships with professional development professionals, principals, and district librarians preferred.
- Strong networking skills.
- Highly organized, flexible and resourceful team player, who is proactive in identifying and solving problems.
- Professional demeanor, excellent communication skills, ease in public speaking and leading group conversations.
- Strong communication skills
- Solid computer, data entry, and database management experience.
- Bachelor’s degree required. Master’s degree in education or related field preferred.

HOW TO APPLY
Submit resume, cover letter, and references to educationdirector@chicagohumanities.org.

The Chicago Humanities Festival is an Equal Opportunity Employer

PROFESSIONAL LEVEL
None specified

MINIMUM EDUCATION REQUIRED
No requirement

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educationdirector@chicagohumanities.org

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The Inbound Advisor advises and monitors a caseload of students participating in a scholarship program benefiting exceptional high school graduates from the Middle East. These students are selected to receive scholarships to college preparatory programs followed by undergraduate degree programs in science and technology in the U.S. This Inbound Advisor opening will support the KAUST Gifted Student Program, a scholarship for gifted Saudi Arabian nationals in undergraduate degrees in STEM fields in the United States. This Student Advisor will primarily support Undergraduate students, who are enrolled in undergraduate degrees in STEM fields in various US universities. The advisor provides holistic support including coaching in academic, career, and personal development. Advisors are also responsible for a variety of weekly, monthly, and quarterly reports. Advisors help identify the best schools for students based on their individual study and research interests. King Abdullah University of Science and Technology established KGSP in 2008, with an aim of creating a pool of highly-qualified Saudi students within the fields of science, technology, engineering, and math, who will contribute to KAUST’s mission of advancing scientific knowledge through cutting-edge research and education. The KGSP provides talented Saudi high school graduates with the guidance and support to successfully navigate their undergraduate degree programs at premier institutions in the U.S. Students benefit from individualized advising, enrichment, and pre-professional opportunities, while maximizing the unique cultural experiences of living abroad.

**Essential Functions:**

- Serves as main point of contact for a small caseload of participants and their host institutions
- Develops an individual development plan for each participant, working with them on action plans related to skills development and professional opportunities
- Monitors, tracks, and reports on participant academic or professional progress, conduct, well-being, and program compliance
- Provides emergency support, connecting participants to local resources and coordinating follow-up as necessary
- Maintains participant data in Client Relationship Management (CRM), following established processes
- Assists in the planning and implementation of regional and global events, including orientations

**Job Requirements**

**Education and Work Experience:**

- Requires a Bachelor’s degree in order to apply a working knowledge of the theories and principles in a specialized field or work discipline.
- Requires at least two years of related work experience.

**Other Knowledge, Skills and Abilities:**

- Strong understanding of international participants and ability to manage cultural and counseling issues.
- Broad knowledge of assessment, training, and advising tools.
- Project management experience preferred.
- Excellent interpersonal and communication skills, both oral and written.

**Work Conditions & Physical Demands:**

Essential functions are performed in a general office setting with low noise. Job demands may require long periods of sitting; telephone work and/or computer work, as well as interactions with other team members and external stakeholders. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. IIE is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or veteran status.

**Travel**

26 - 50%

**Location**

Chicago IL - Chicago, IL 60602 US (Primary)
Denver CO - Denver, CO 80203 US
Houston TX - Houston, TX 77027 US

**APPLICATION INFORMATION**

**Contact:**

Human Resources
Institute of International Education

**Online App. Form:**

https://iie.hua.hrsmart.com/hrsmart/ats/Posting/view/2595

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Apply through Institution's Website

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