



## National Association of State Workforce Agencies (NASWA) Lead Instructional Designer – NASWA Learning

### **Background on NASWA**

The National Association of State Workforce Agencies (NASWA) is the national organization representing all 50 state workforce agencies, D.C. and U.S. territories. These agencies deliver training, employment, career, and business services, in addition to administering the unemployment insurance, veteran reemployment, and labor market information programs. NASWA provides policy expertise, shares promising state practices, and promotes state innovation and leadership in workforce development.

### **Background on CESER**

The Center for Employment Security Education and Research (CESER) is the leading education, research and information technology center focused on workforce development and unemployment insurance issues. CESER offers services to a diverse group of stakeholders, most notably state workforce agencies and their Federal partners.

### **Background on NASWA Learning**

NASWA Learning provides high quality training programs and materials to state administrative agencies through a series of certificate programs and programs of study. The current areas of focus include:

- **Fundamentals of Unemployment Insurance (UI) Integrity** - Provides introduction to UI integrity initiatives, prevalence and statistics, root causes and prevention topics.
- **UI Operational Integrity** - Provides detailed training on the common causes and the prevention of improper payments.
- **UI Fraud Investigation** - Provides training ranging from basic investigation skills to preparing for and testifying in criminal prosecution of fraud cases.
- **UI Program Leadership** - Provides training to new and emerging leadership staff in establishing a culture of "Everyone Owns Integrity" within state UI programs.
- **UI Tax Integrity** – Provides detailed training on integrity related employer tax topics including auditing and investigation of employer fraud schemes.
- **Data Analysis** - Provides training and skill development for state data analysts, including the use of new and emerging data analysis techniques to predict and prevent improper payments and to improve program performance.

- **Business Analysis for Workforce Professionals** – Provides training and skill development for workforce development system staff on business analysis concepts and technical requirements gathering.
- **Digital Transformation for Workforce Professionals** -- Provides training and skill development for workforce development system program leaders on the use of digital technology to enhance the system.
- **Benefit Accuracy Management Training** – Provides training and skill development for state staff charged with assisting states in performance management of the unemployment insurance program.
- **Data Validation Training** – Provides training to state staff responsible for validating data submitted in Federal performance and program reports.
- **Unemployment Insurance Program Training** – Consists of multiple training programs designed to support the proper functioning and performance of the unemployment insurance program.

NASWA Learning is seeking candidates for the position of Lead Instructional Designer (LID) to support its curricula and training development projects.

### **Brief Overview of Position**

The LID will lead diverse teams of Instructional Designers and Subject Matter Experts in the development of training certificate programs and individual courses to be offered by NASWA Learning. The LID will work with the Director to develop quality standards and requirements to be met by the Instructional Design teams. The LID will ensure that all curricula and training developed for delivery through NASWA Learning meets established standards, including but not limited to SCORM and Section 508 of the Rehabilitation Act. The LID will take an active role in assisting with the development of detailed curricula delivery plans and timelines, content development prioritization, quality assurance, and Instructional Design contractor procurement and selection. The LID will oversee the day-to-day activities of the Instructional Design/SME teams to ensure the successful delivery of curricula according to established schedules and quality standards. The LID will participate in project planning meetings and stakeholder meetings as needed and requested. While most of these meetings will be conducted via Zoom or electronically, attendance may require travel to locations throughout the country and/or US territories.

### **Competencies**

- A basic understanding of workforce development system programs, operations at the state or national level, preferred;
- Strong interpersonal, planning, and organizational skills;
- Skilled at listening, reading, managing time, learning, identifying problems, and perceiving business and social situations;

- Strong reading comprehension and analytical skills;
- Ability to set and adjust priorities for completing tasks under the guidance of the Director and NASWA Leadership Team;
- Ability to perform multiple tasks simultaneously while adhering to deadlines;
- Professional demeanor toward colleagues, project stakeholders, learners and members of the Association;
- Possess strong oral and written communication abilities, with the ability to apply the rules of composition and grammar correctly;
- Reliable, responsible, composed, honest, ethical, tolerant of differences and willing to change as required;
- Demonstrates a high level of initiative and positive attitude;
- Proficient with Microsoft Office products, particularly Word, PowerPoint, Excel and Outlook;
- Thorough understanding of SCORM and Section 508 compliance standards;
- Strong instructional design, curriculum and content development skills;
- Extensive experience with innovative, blended learning approaches to deliver training for adult learners;
- Proven ability to deliver a comprehensive, multi-faceted training program from conceptual design to end product according to established timelines and standards.

## **EDUCATION/EXPERIENCE REQUIREMENTS**

### **Education:**

- Bachelor's degree from an accredited four-year college or university
- Master's degree in Education, Instructional Design Technology or closely related field

### **Experience:**

- Minimum 10 years' experience in lead instructional design or senior instructional design role.
- Extensive experience in large scale curricula and training development project management, contractor management and possesses strong leadership skills.
- A demonstrated ability to work independently, manage remote/virtual teams and make continual positive contributions is essential.

## **JOB DETAILS**

Location:	The position is a remote/telework position.
Title:	Lead Instructional Designer
Report To:	Amy L. Smith, MA
Direct Reports:	One direct report
Term:	Full Time

Benefits: NASWA offers competitive benefits including a generous health care package, 401(k), telecommuting, education assistance and other great options.

Salary Range: \$85,000-\$105,000 annually

Travel Requirements: Currently no travel due to COVID-19. During normal operations, intermittent travel in the United States (and possibly U.S. Territories). Travel could be up to 10% percent during peak periods.

**How to Apply:** **Submit cover letter, resume and a sample of work (Storyboard, portfolio) to [HR@naswa.org](mailto:HR@naswa.org).**

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice.

NASWA is an equal opportunity employer. NASWA does not unlawfully discriminate on the basis of race, color, religion, national origin, sex, age, marital status, military status, personal appearance, sexual orientation, gender identity or expression, family responsibilities, genetic information, disability, matriculation, political affiliation or any other characteristic protected by Federal or District of Columbia law. Our non-discrimination policy applies to all facets of employment, including recruiting, hiring, employment, promotion, demotion, dismissal, compensation, and training opportunities.