

## Central Florida Educators' Federal Credit Union— Job Description

### Job Title: Instructional Design Intern

<b>Exempt:</b>	<b>No</b>
<b>Salary Level:</b>	<b>\$12-\$18 / hour, part-time (less than 30 hours per week)</b>
<b>Schedule:</b>	<b>Monday – Friday, hours flexible based on availability</b>
<b>Commitment:</b>	<b>6 months</b>
<b>Department:</b>	<b>Leadership and Talent Development</b>
<b>Reports To:</b>	<b>Director – Leadership &amp; Talent Development</b>

### Why Join Us?

CFE's Leadership & Talent Development team works collaboratively with internal and external partners to design, develop, and deliver a wide range of customized learning solutions designed to improve operational efficiency, drive performance, and promote leadership excellence. If you geek out on authoring software and have a passion for designing beautiful and engaging learning experiences, this opportunity is for you!

### How You'll Make an Impact

As an Instructional Design intern with our Leadership & Talent Development team, you'll gain practical, real-world experience developing high quality content for web-based training, instructor-led courses, job aids, facilitator and learner guides, performance assessments, and other tools. By applying conceptual knowledge, instructional design theories, and educational resources, you'll design creative and interactive experiences that engage participants, enable learning, and drive operational excellence.

This opportunity will be particularly memorable, as you'll also play a significant role in the deployment and adoption of CFE's new Learning Management System (LMS). In particular, you'll assist with the design, development, and management of workflow processes for publishing content in the new LMS, including developing technical documentation and internal communication to help educate staff on the new system.

In addition, you will:

- Assist with the maintenance of CFE's learning technologies, including administration of the corporate LMS, survey tools, intranet pages, and virtual classrooms.
- Create and maintain standard procedures for all course content development.
- Support the training of other developers, administrators, and content creators.
- Use strong written and visual communication skills to bring together text, images, video and audio to communicate and educate our employees.
- Select media and graphical treatment that is consistent with technology infrastructure, corporate brand, and learning audience.

## What You Bring to the Team

You are an advocate for ongoing learning and growth, with a deep passion for cultivating a highly engaging employee experience built on continuous improvement. Your service-oriented, people-first mindset is coupled with a tremendous desire to blow people's expectations out of the water. You are patient, considerate, and enthusiastic about helping others overcome challenges. You bring your full self to work and strive to create an environment that is welcoming, encouraging, and wildly fun.

You are eager to learn, open-minded, and passionate about innovating new solutions. This position requires sound judgment and decision-making skills, as you'll have a good deal of autonomy in deciding how to conduct your work. You'll have the opportunity to apply your understanding of adult learning theory and related concepts to design that use multiple learning methods to transfer knowledge and make complex concepts more digestible. As a proven self-starter with the ability to thrive in a rapidly changing environment, you leverage your prioritization and organizational skills to confidently manage multiple projects simultaneously while meeting or exceeding deadlines, all with minimal direction or follow-up.

Due to the nature of the job, exceptional written communication skills are a necessity as are strong technical aptitude and proficiency in the use of word processing software, presentation software, digital design software, spreadsheet software, content authoring tools, learning management systems, media technologies and web technologies.

A Bachelor's degree or equivalent work experience in education, adult learning, instructional systems design, graphic design, or a similar field is required for all candidates. **Experience with Articulate 360 required; demonstrated experience working with other instructional design tools a plus.** Candidates should be prepared to show a portfolio of relevant work (portfolio work completed as part of school coursework is acceptable).

## About CFE

Simply put, CFE can be described with one word: "people". From generation to generation, CFE has been improving lives by offering financial solutions to help members achieve their financial goals. We strive to create lifelong relationships, and our efficient response to the ever-changing needs of our members at each new stage of life makes the CFE experience truly unique.