

Instructional Curriculum Designer

American Credit Acceptance is in search of an Instructional Curriculum Designer. This individual will collaborate with internal subject matter experts to design comprehensive curriculum that will meet the educational needs of ACA associates. This will include creating new materials and updating existing training materials as needed with a strong initial focus on compliance training.

The right candidate will be a strong curriculum writer, course designer, and multimedia developer with experience designing and developing in various training platforms. They will be highly effective at making complicated topics sound simple. They should thrive on quickly learning new products and technologies with minimal direction, and have a passion for translating that knowledge into engaging learning experiences. This individual will have proven expertise in identifying the right style of delivery and level of content for various user audiences and have a track record of using instructional design best practices and technical skills to create training solutions that increase job success.

Responsibilities:

- Create effective and fair assessment methods that foster the learners' development by providing opportunities to demonstrate their mastery of the learning goals.
- In cooperation with SMEs and team members, create training content that can be used and applied in the real business situations.
- Document and coordinate activities for instructor led and virtual instructor led events.
- Coordinate testing, feedback, and certificates of completion for eLearning and instructor led training.
- Manage third party software and relationships/processes (registration, LMS, testing, etc.) as instructed.
- Conduct needs assessments as required, regarding all compliance related training for internal associates at all levels.
- Collaborate with other associate and leadership members to provide a technical infrastructure for developing and delivering consistent training.

Qualifications:

- CPLP Certified through ATD (Preferred)
- BA/BS in Training, Communications, Instructional Design, Technical Writing, Multimedia Design, related discipline, or equivalent.
- 1-2 year's minimum experience in developing and maintaining complex compliance and technical training course curriculums and end-user training material for implementation projects.
- 1-2 year's experience developing eLearning modules.
- Excellent communication, writing, and editing skills.
- Proven ability to manage projects, identify risks, and deliver exceptional quality work.
- Power user of the following:
 - Microsoft Office Suite (Word, Excel, PowerPoint, Visio)
 - Camtasia Studio, Adobe Captivate, MadCap Flare or equivalent
 - Adobe Creative Suite (Dreamweaver, Photoshop, Illustrator)
- Proficient user of the following:
 - SharePoint
 - Articulate Storyline
 - Captivate

Preferred Experience/Skills:

- Manage and support all aspects of Cornerstone Learning Management System.
- Video and audio recording and editing, including HTML5 video conversion

EEO Statement

ACA provides equal employment opportunities (EEO) to all applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws. ACA complies with applicable state and local laws governing non-discrimination in employment in every location in which the company has facilities.

Please note this job description is not designed to contain all activities, duties or responsibilities. Those could change at any time with or without notice.

Contact email address: lisa.clarke@acacceptance.com

Link to website: <http://www.americancreditacceptance.com/careers/search/>