

Job Description

Position: eLearning Instructional Technologist	Location: Boston, Massachusetts
Reports To: Director of eLearning	Status: Full Time, Exempt

New England College of Business and Finance (NECB)

Founded in 1909 as a banking and finance training institute, NECB has evolved into a regionally accredited bachelor and master-degree granting institution offering undergraduate degrees in Business Administration and, at the graduate level, a Masters in Finance and a Masters in Business Ethics and Compliance. Courses are offered, primarily, through NECB's proprietary online EPIC Learning Management System. NECB student population is comprised of working adults from New England and beyond. Located in the heart of Boston's Financial District, NECB is just two blocks from South Station with easy access to the Red, Green, and Orange Lines.

Job Description:

NECB's eLearning team is responsible for new course development and the ongoing revision of existing courses in undergraduate and graduate degree programs, as well as, new corporate training initiatives. The team also provides Tier 2 technical support to faculty and students and technology support to NECB staff. The Instructional Technologist role is a professional, team-centered position providing support to the faculty, clients, students, and eLearning team in the development and implementation of online courses.

Responsibilities include:

- Design, develop, evaluate, implement, and maintain effective online college courses in the Epic platform, working with faculty SMEs and eLearning team.
- Design, develop, evaluate, implement, and maintain effective online corporate training courses in the Epic platform, working with external clients.
- Provide project management support on Corporate Training initiatives to meet or exceed client expectations.
- Provide instructional design assistance to faculty SMEs, recommending appropriate tools and course design structure.



- Film and edit video clips and audio files to incorporate in online courses. Identify and edit graphics for use in instructional materials.
- Manage and complete projects within a specified timeline while prioritizing and working on multiple projects simultaneously. Excellent time management skills are required.
- Take initiative to provide technical support to faculty, staff, and students as needed.
- Plan and organize work to meet changing priorities and deadlines.
- Communicate clearly and concisely, both orally and in writing.
- Facilitate the sharing of new learning, instructional techniques, and instructional technologies, including emerging technologies in creative and collaborative ways.
- Perform other duties as assigned.

Qualifications:

- Bachelors degree in Instructional Design, Educational Technology, or a related field; Masters degree preferred
- 1-3 years eLearning instructional design experience working with various learning management systems; experience working in higher education a plus
- Graphic design and audio/video editing experience
- Excellent written, oral, interpersonal, and presentation skills used to communicate effectively with people at varying levels of computer literacy
- Evidence of creativity, attention to detail, and collaborative approaches to work
- Demonstrated ability to provide technology support at a distance
- Demonstrated ability to work both independently and on a development team
- Experience in coaching faculty in the use of tools and media for teaching and learning
- Demonstrated experience using visual presentation software and hardware, digital media creation and audio/video production, including multimedia software (Camtasia, etc.)
- Proven ability to succeed in a collaborative / team-based environment, and to work as an enthusiastic and flexible team member
- Experience evaluating, selecting, and/or using emerging instructional technologies (Web 2.0)
- Knowledge of adult learning theory, instructional design, and technology-mediated learning
- Interest and willingness to explore new tools and uses of technology to support learning

TO APPLY: Interested candidates should send their resume via email to jobs@NECB.edu Please make sure to reference the job that you are interested in applying for IN THE SUBJECT LINE of your email. The position will remain open until filled by a qualified applicant. Please submit salary requirements with resume.