Instructional Designer - Trainer
University at Buffalo, The State University of New York

Job Title	Instructional Designer - Trainer
Department	Business Reporting and Systems
Institution	University at Buffalo, The State University of New York
	Buffalo, New York
Date Posted	Dec. 1, 2023
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Educational Services
Job Website	https://www.ubjobs.buffalo.edu/postings/46823
Apply By Email	
Job Description	

Position Summary

The Office of **Business Reporting and Systems** within Business Services is looking for a highly-skilled Instructional Designer/Trainer to join our team. In this role, you'll be responsible for developing and executing engaging training plans, classes, and learning materials, including documentation, manuals, self-paced learning modules, videos, webinars, and more. As part of your duties, you'll also be responsible for scheduling classes, providing user onboarding for university employees on certain UB business systems, and reviewing feedback to improve materials and classes. Your expertise will be paramount in identifying opportunities to leverage technology to enhance the learning process. Duties included in this role:

- Assess individual and group training needs

- Plan, prepare, and research lessons
- Create a diverse variety of deliverables – (i.e. documentation, videos, self-paced learning, webinars, etc.)
- Develop and deliver in-person and remote courses to individuals and groups in a professional manner
- Organize, prepare and promote courses and customized training materials
- Develop and maintain web-based training materials including videos, instruction manuals, and tip sheets
- Collaborate with project coordination team to develop training plans, course materials and documentation for new software applications
- Apply new technologies to deliver courses and improve the learning experience for users
- Develop and assess learning outcomes for participants
- Keep personal IT and training skills and knowledge up to date

Outstanding Benefits Package

Working at UB comes with benefits that exceed salary alone. There are personal rewards including comprehensive health and retirement plan options. We also focus on creating and sustaining a healthy mix of work, personal and academic pursuit – all to support your work-life effectiveness. Visit our benefits website to learn about our **benefit packages**.

About The University at Buffalo

The University at Buffalo (UB) #ubuffalo is one of America's leading public research universities and a flagship of the State University of New York system, recognized for our excellence and our impact. UB is a premier, research-intensive public university dedicated to academic excellence. Our research, creative activity and people positively impact the world. Like the city we call home, UB is distinguished by a culture of resilient optimism, resourceful thinking and pragmatic dreaming that enables us to reach others every day. Visit our website to learn more about the **University at Buffalo.**

University at Buffalo is an affirmative action/equal opportunity employer and, in keeping with our commitment, welcomes all to apply including veterans and individuals with disabilities.

Minimum Qualifications

- A bachelor's degree
- A minimum of 2 years experience as trainer/instructor is required

- Exceptional written and verbal communication skills
- Ability to work well with people at all levels of the organization is essential
- Ability to work independently with minimal supervision
- Strong organizational, planning, and motivational skills
- Experience with MS Publisher, Word and PowerPoint or similar software is required.

Preferred Qualifications

- A bachelor's degree in education, communications, Human Resources, MIS, computer science
- Prior experience as business software trainer/instructor
- Experience utilizing remote teaching, conferencing, and course development tools like Zoom or Panopto is desired
- Experience utilizing or teaching cloud-based procurement, expense reimbursement, budgeting, and reporting tools is a plus
- Experience in instructional design
- Experience utilizing the administrative functions and features of a Learning Management System such as Blackboard or Saba Learning Management System
- Teacher/trainer and professional certifications are a plus
- Event planning experience a plus
- Software design/development experience.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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