

## **Vision of Curriculum and Instruction Department**

SEI's mission is to provide industry-leading technical training and expertise in renewable energy to empower people, communities, and businesses worldwide. Since 1991, SEI has provided training for all levels of professionals within the solar electric industry; whether a person is new to the industry or wants to expand their skills—from grid-tied to battery-based to O&M, from residential to utility-scale to microgrids. The Curriculum and Instruction Department is responsible for ensuring that our online, in-person, hands-on, and contract trainings are industry-leading and delivered to SEI's standards in the appropriate language.

We're looking for an enthusiastic, creative collaborator with a learning mindset, a fresh perspective, and a desire to grow with us! The ideal candidate has a practical understanding of adult learning best-practices along with real-world experience designing and delivering high-quality, hands-on learning/training programs in a variety of modalities (online, onsite, live, self-paced). If you know how to create high-quality learning programs, deliver engaging learning experiences online and face-to-face, tell stories that educate and inspire, and develop creative ideas and learning approaches to achieve specific performance objectives, we want to hear from you!

## **POSITION DESCRIPTION**

The Instructional Designer is responsible for utilizing adult learning theory to support learner-centered hybrid and online courses, using assessment strategies to evaluate student learning, and using instructional technology to promote best practices in teaching and learning. In this role you'll be responsible for developing, implementing, and assessing program goals and work plans. In addition, the instructional designer will collaborate in developing and refining instructional design strategies and workflows. As a member of the Curriculum Team at SEI, you'll have the opportunity to work collaboratively with our team of subject matter experts on core curriculum and custom training projects to develop world class educational materials for the solar industry.

## **Your day-to-day work in this position will include...**

- applying research-based learning theories and instructional methodologies to the re/design, delivery, and evaluation of learning content.
- promoting best practices in user experience (UX) design to create engaging, easy to navigate online learning environments.
- meeting with subject matter experts (SMEs) to help design new courses and redesign existing courses in partnership with the curriculum team.
- advising SMEs by offering visual media-driven creative course design suggestions that are part of the collaborative development of the course's curriculum plan and syllabi.
- capturing requirements and creating learning objectives for new learning experiences;
- managing learning projects, including interfacing with subject matter experts and internal stakeholders through regular updates and review sessions;
- collaborating to identify solutions to complex learning challenges;
- working with SMEs to create multimedia-based student assessments based on course curriculum objectives.
- collecting and analyzing data on the impact of our methods and programs.

- Help our team organize the structure and backbone of our current training program, with a focus on future growth.

### **You will also have opportunities to...**

- apply your knowledge and creativity to address a wide range of content development challenges;
- develop and produce pedagogically sound media content, in collaboration with the curriculum team and based on shared best practices for online learning.
- assist in research on instructional media best practices, technologies, and multimedia hardware/software to support teaching and learning.
- collaborate with SMEs and instructors on storyboards and planning documents to facilitate effective integration of online and in-person learning content.
- collaborate with a diverse, flexible team that's passionate about sharing their solar expertise to develop new and creative ways to meet educational challenges in the solar industry.
- contribute directly to our overall curriculum design and product strategy;
- monitor and track key course performance and student outcome metrics as they relate to instructional media. Compare metrics against other courses and other pedagogical practices to identify improvement opportunities. Analyze course evaluations. Recommend changes to course design, content and teaching methods and assess impact.
- create engaging graphics and visualizations to bring complex technical course concepts to life for our learners.

### **QUALIFICATIONS**

- Bachelor's degree in education, learning design, instructional design, or related field. (Master's degree preferred, but not required)
- 2+ years of hands-on work experience in instructional/learning design, curriculum development, adult learning, or related field.
- 3+ years of experience in hands-on training delivery, live facilitation, or teaching (ideally, for adult learners in a corporate context).
- Demonstrated ability to apply best practices for adult/continuous learning and performance improvement.
- Demonstrated ability to conduct comprehensive needs analyses, and develop learning strategies in alignment with specific needs.
- Demonstrated ability to design and develop high-quality, multimodal instructional content from start to finish, including facilitator guides, participant workbooks, multimedia content, web-based materials, etc. (skills in game-based learning, experience design, microlearning, and other innovative modalities preferred but not required).
- Experience using learning management systems (Moodle preferred, but not required).
- Experience using relevant tools for content & visual design/development, including content authoring tools, and general business tools including MS Word, PowerPoint, Excel, and Google collaboration suite (skills in Storyline preferred, but not required).

- Experience measuring training/learning effectiveness, including synthesizing data into actionable insights to improve learning programs/resources.
- Strong writing, editing, and verbal communication skills.
- Strong skills in collaboration and iteration, including collective ideation, providing actionable feedback, and accepting and incorporating others' feedback into revisions.
- Ability to manage multiple simultaneous learning design and delivery projects with internal and external collaborators and stakeholders.
- Ability and willingness to lead projects, make effective strategic decisions, and gain buy-in from internal leadership and stakeholders through thoughtful proposals, detailed analysis of needs, and research-based recommendations.
- Experience in mapping and outlining training programs as a tool for understanding, redesigning, and updating content.

### **Preferred Qualifications**

- Master's in instructional design, education, or educational technology.
- Four or more years of experience in instructional design, pedagogy, or curricular development in post-secondary educational settings.
- Teaching experience, preferably online and in a post-secondary setting.
- Experience in developing rubrics and assessments for adult learners.

### **HOW TO APPLY**

#### **Salary and Benefits**

Starting annual salary of \$50,000 or dependent on qualifications. Additional benefits include health insurance stipend, paid time-off, and a retirement package. This is a full time 40/hours per week position.

**Location:** This position is online remote.

Solar Energy International is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, pregnancy, sexual orientation, gender identity, national origin, age, protected veteran status or disability status.

**To Apply:**

**Applications due April 30, 2021. To apply, please submit a cover letter, resume, and three professional references in one combined PDF to [jobs@solarenergy.org](mailto:jobs@solarenergy.org)**