

American Academy of Pediatrics

DEDICATED TO THE HEALTH OF ALL CHILDREN®



Instructional Designer

The American Academy of Pediatrics (AAP), the nation's leading advocacy organization for children's healthcare, seeks a creative Instructional Designer to oversee the research, development, and implementation of initiatives to enhance the quality of virtual continuing medical education (CME) activities and to support related products and services. This position will work with subject matter experts (SMEs), editorial board members, and AAP staff to manage the design, development, and evaluation of instructionally sound, innovative, and engaging content for virtual delivery.

Some tasks include:

1. Manage the project workflow and lead the design, development, implementation, revision, and maintenance of virtual education course offerings.
2. Work directly with course authors, volunteers, SMEs, contractors, and AAP staff to design and develop engaging virtual courses that use accepted virtual learning concepts.
3. Identify critical gaps in courses through evaluation feedback and develop appropriate and effective learning interventions for reducing gaps.
4. Provide guidance to instructional designers, consultants, flash developers, video editors, narrators, and copy editors who assist with course development.
5. Collaborate with team to establish best practices and style guide to support knowledge and skill development of pediatric professionals and staff in adult learning principles and instructional design methods.
6. Contribute to the development of and improvements to the user interface, navigation, layout, and content for the AAP Education Learning Management System (LMS) and all other AAP virtual education products.
7. Work with Education staff to develop master and project schedules. Report on tasks and deliverables.
8. Assist in facilitating discourse and ideas on developing new curricula with the curriculum review committee and promoting courses to traditional and non-traditional target audiences, including general pediatricians, residents, nurses, childcare providers and parents through creative marketing strategies.
9. Ensure proper documentation and compliance with the Accreditation Council for Continuing Medical Education (ACCME) standards for all educational programs.

Qualifications needed:

1. Bachelor's degree in instructional design, instructional technology, or virtual instruction related degree required, or an equivalent combination of related education and work experience. Master's degree preferred.
2. At least three years' related experience managing the design, development, delivery, and evaluation of virtual education projects required, including at least two years' experience designing asynchronous virtual education. Experience in virtual instructional design using adult learning theory and project planning and management required. Experience in medical or health-care related learning preferred.
3. Must pay close attention to detail and possess excellent analytical, communication, organizational, and interpersonal skills. Ability to work effectively both within a collaborative environment and independently, implement ideas into tangible work product, take initiative, prioritize, and manage multiple projects simultaneously, and work within aggressive timeframes essential. Strong technical acumen required with proficiency in MS Office, experience with leading edge computer-based tools in the development and delivery of virtual education, and the ability to learn and apply new technologies; knowledge of HTML, XML, and various internet applications strongly preferred. Some travel and evening/weekend work required.

To learn more about the organization, see a full job description, and/or apply for the position, please visit <https://www.aap.org/employment>.

The AAP offers an excellent work environment, competitive salary, and a comprehensive benefits package. As a reaffirmation to our employee-focused culture, since 2005 the AAP has been named one of the 101 Best and Brightest Companies to Work for in the Chicagoland area. Additionally, we are an Equal Opportunity Employer of Minorities, Females, Individuals with Disabilities, and Veterans that values the strength diversity brings to our workplace. Reasonable Accommodation: Individuals with a disability in need of a reasonable accommodation regarding the job application process may call 630-626-6297. Please note, only those inquiries concerning a request for reasonable accommodation will receive a response.