

NATIONAL COUNCIL OF STATE BOARDS OF NURSING, INC.

JOB POSTING: #10189
OPEN POSITION ANNOUNCEMENT

<u>Job Title / Status</u> E-Learning Program Manager, Interactive Services	<u>Area</u> Information Resources	<u>Department</u> Interactive Services
<u>Accountable To</u> Director, Interactive Services & Information Security Assurance	<u>FLSA Status</u> Exempt	<u>Band Level</u> 10
<u>Date Posted</u> Thursday, December 6, 2018	<u>Expiration Date</u> Friday, January 11, 2019	

Job Summary

The National Council of State Boards of Nursing (NCSBN) is the national association for regulatory agencies for nursing. NCSBN assists and supports boards of nursing to act together on matters of common interest and concern affecting public health, safety, and regulation. This includes the development of national nurse licensing examinations. Currently, we are seeking an E-Learning Program Manager for our Interactive Services Department. Position serves as the managing editor of the NCSBN Learning Extension e-learning product line and guides product line strategy. Oversees the content development and instructional design for online courses. Oversees the development of instructional design, assessments, exercises and content for revisions for new and existing online courses. Recruits, negotiates and manages the work of consultants, internal subject matter experts and external subject matter experts. Manages the development of the style guide and standards and assures quality control for grammar, punctuation, clarity, and consistency of style. Develops and implements the content development and editorial strategy for the NCSBN Learning Extension e-learning product line. Oversees the creation of content development plans and learning objectives for new courses in collaboration with staff and subject matter experts. Assists in the development of the Learning Extension marketing strategy and deliverables. Implements and evaluates metrics of learner and course performance. Assesses competitive environment and environmental conditions. Performs other duties as assigned.

Job Requirements

Masters preferred in instructional design or related field; or equivalent combination of education, training and experience. Five to seven years of e-learning development experience preferred. Strong writing, proofreading, presentation, and supervisory skills and proven ability to adhere to strict quality control standards required. Experience managing e-learning programs or product lines, developing product strategy aligned with organizational goals and managing all aspects of a successful product throughout its lifecycle. Extensive experience with learning content management systems and ability to learn new technologies quickly. Experience with e-learning technology standards (SCORM, AICC). Flexibility, team player mentality and ability to manage multiple priorities and deadlines are essential. Technical expertise must include MS Office and familiarity with relational database queries required.

Interested candidates must submit their resume along with cover letter and salary requirements as soon as possible but no later than Friday, January 11, 2019, to:

Human Resources Department
National Council of State Boards of Nursing (NCSBN), Inc.
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Chicago, Illinois 60601
hr@ncsbn.org

NCSBN is an Equal Opportunity Employer.