Flight Safety International

Title: Instructional Systems Specialist

Location: Teteroboro, NJ

Job Type: Full-time

Compensation Type: Salary

Start Date: ASAP          Close Date: 5/6/2016

Job Description:

Based on the Standards and Specifications established by Courseware Support (CWS), the Instructional Systems Specialist I (ISS-I), as directed by the PRM, accomplishes the correction and enhancement of training documents associated with programs where the Center has been assigned the Lead position.

Primary Responsibilities:

- Under the direction of the PRM, this position performs corrections and enhancements to training documents. (See Software section of this Job Description for requirements needed to perform this job.)
- Become qualified to standards defined by Courseware Support (CWS) to be able to make corrections and enhancements to training documents, including, but not limited to, Pilot Training Manuals, Maintenance Training Manuals, Checklists, PowerPoint presentations, Author presentations, Instrument Panel Posters, Walkaround, etc.
- Accomplish necessary research required by specific job assignment(s).
- Coordinate external activities needed to accomplish specific job assignment(s).
- Provide the PRM with support in managing the development of training programs with Center personnel, approved vendors, Courseware Support (CWS), and other appropriate support groups.
- Perform special assignments, including, but not limited to, desktop publishing to generate handouts and training materials, graphics projects, and formatting training materials used in the classroom environment.
- Adhere to CWS style guide and standards.

Teamwork – Internal & External Activities:

- Work with Subject Material Expert(s) (SMEs), in the process of accomplishing corrections and enhancements of training documents (printed and graphics media).
- Work with other entities and individuals as required by specific job assignment(s).
• Work with CWS and/or other appropriate support organizations to gather and ship required references, resources and other data related to the development of courseware materials, manuals, etc.

Qualifications:

• *Minimum:* Associate's degree (A.A.) from a two-year college or technical school preferred, or three (3) years' related experience and/or training; or equivalent combination of education and experience; equivalency years of experience substitution must be in related field. - OR –

• *Preferred:* Bachelor's degree (B.A./B.S.) from a four-year college or university preferred, or five (5) years' related experience and/or training; or equivalent combination of education and experience; equivalency years of experience substitution must be in related field.

• Related experience and/or training in the fields of Media production, Technical Writing or other areas directly related to courseware support and/or development, i.e. desktop publishing, media software, graphics development, etc., required.

• Valid Driver’s License, where applicable.

*Other skills and abilities:*

• Fluency in English, through both verbal and written communications; able to speak, understand, read and write

• Excellent verbal and written communication skills

• Excellent organizational skills

• Ability to interact with various levels of management in a professional manner

• Ability to adapt to changing schedules and high-pressure situations

• Able to read and interpret technical documents and drawings.

• Intermediate knowledge of the following software:

  • MS Office and MS Outlook. Knowledge of MS Access, if possible. Database: - MS SQL, preferred

*Preferred software knowledge and experience:*

• Adobe Creative Suites

• QuarkXpress

• 3DSMAX

• Other complex media systems possible

• Other software programs may be required, as needed.

*Application Instructions:* Please forward resume and cover letter to: Dara Spillane at Dara.Spillane@flightsafety.com.