

## **Job Title: Computer/Design Specialist**

**QUALIFICATIONS:** Incumbents in this job category require at least three years of experience in developing curriculums and instructional materials. An MS in Education, Human Factors, or a related discipline is required. Professional experience is commensurate with a formal graduate degree. Incumbents must have excellent oral and written communications skills; experience with MS Office software applications, computer-based training authoring languages, and graphics application software programs.

**GENERAL DESCRIPTION:** The Principal Computer/Design Specialist will be an expert in the development, revision and validation of training products. Incumbent will be highly experienced with the design process, and will be able to direct large instructional development programs, including online learning course development. Incumbent will be able to direct the development of a full range of instructional products from paper-based to knowledge-based products. They will be able to direct the design of simulation-based (level three) training products, including 3D graphics and animation sequences.

**FUNCTIONAL DESCRIPTION:** An individual in this job category performs the following functions:

- Directs staff through an authorized Instructional System Development (ISD) process.
- Designs knowledge-management systems for computer-based training and performance support systems projects.
- Oversees the design of graphical user interfaces.
- Approves final video production and audio narration and other multimedia elements.
- Approves final storyboards and other instructional design documents and oversees the development of products based on the design specifications.
- Oversees the work of instructional technologists as they conduct formative and summative evaluation and formal validation of instructional products.
- Develops 2D animations.
- Prepares shot lists for video production and voice-over narration.
- Organizes media elements (i.e., photographs, animations, video, audio and graphics) into databases for inclusion into computer-based training modules.