

# Position: Instructional Designer (Contract)

## About the Job

PathWise, Inc. is a world-class management consulting and training firm that improves quality systems of client companies. Our clients include the FDA as well as many top medical device and pharmaceutical organizations. PathWise provides instructor-led and CBT training programs, along with a variety of quality-based consulting services. The PathWise system of consulting and learning is designed to support the most critical factors for organizational and individual success within the Life Science industry. PathWise is a values-based organization with a unique, family-like culture.

Qualified candidates will possess excellent written and verbal communication skills, and have the ability to design and consult on technical and non-technical information clearly and concisely. Successful candidates must be flexible. Must be able to relate to project managers and clients with diverse backgrounds and experience.

### Primary Responsibilities:

- Design and develop instructional material for training courses that support quality system improvements and/or implementations focused in the biologics, medical device and pharmaceutical industries.
- Demonstrate and utilize effective needs analysis, project management, course development, and evaluation skills.
- Develop manageable timelines, manage reviews and revisions, and report project progress regularly.
- Act as liaison between PathWise and the client in determining needs of a course and appropriate method of delivery.
- Manage client expectations, keep project in scope, on time and within budget.

**Travel Requirements:** Approximately 25%. International travel may be required.

## Job Competencies:

### Technical competencies:

- Design a variety of learning solutions for quality systems topics in the Life Science Industry.
- Ability to work autonomously in a remote environment and be accountable for product timelines.
- Produce content in a logical flow in an error-free, consistent format.
- Understand current global regulations and requirements within the Life Science Industry, especially the FDA, EU, MHRA and other regulatory bodies.
- Comprehend Quality Systems such as, CAPA and Investigations, Quality Risk Management, Change Control, Validation and other emerging areas of quality focus in industry.
- Assess learning needs
- Possess excellent writing skills with a focus on detail and accuracy.

**Business Skills:**

- Ability to positively influence a team
- Strong Interpersonal skills
- Verbal and written communication skills
- Ability to learn technical information independently
- Manage stress when faced with short deadlines
- Communicate and work well in a virtual organization

**Software Skills:**

- Adobe InDesign CS5, CS6
- Adobe Illustrator
- E-Learning software such as Articulate or Captivate
- MS Power Point (expert skill level)
- MS Word (expert skill level)
- MS Outlook
- MS Excel
- Visio
- SharePoint
- MS Project or equivalent

**QUALIFICATION REQUIREMENTS:**

- Bachelor's Degree (BA/BS) in Education, Instructional Design, or related subject.
- Minimum of three years of instructional design and/or technical writing experience in the Life Sciences industry
- High level of proficiency in InDesign, Illustrator, Articulate and/or Captivate, PowerPoint, Word, Excel, Project, and Visio
- Must effectively multi-task and manage time to meet deadlines under minimal supervision
- Training certifications or equivalent in the areas of adult learning, train-the-trainer, and/or certified trainer are highly desirable