

# Instructional Designer Intern- Morgantown, WV

**To apply, please visit the opportunities page at [www.stoller.com](http://www.stoller.com)**

The purpose of this position is to provide exposure to professional work and broaden knowledge and skills in business practices at a service leader that provides environmental, waste management, remediation and ecological services to the government and private sector companies. Undergraduate course credit may be gained in the internship, depending upon the agreement with the college or university.

## **The Instructional Designer Intern responsibilities will include:**

- Use the RADDIE model (Return-on-investment, analyze, design, develop, implement, and evaluate) to assist the Training department
- Produce digital video; shoot and edit using Adobe Premiere (knowledge of the entire Adobe Creative Suite 4 is preferred).
- Create original graphics, animations, and multimedia presentations for online courses, following content specifications provided by course writers.
- Ensures that graphics and animations are optimized for delivery over the web.
- Provides assistance to build curriculum as required.

## **Other responsibilities may include:**

- Assist senior staff in the performance of tasks associated with business practices and management.
- Assist in the preparation of work plans.
- Provide support for customers and stakeholders on less complex projects and under specific instructions.
- Use software and hardware tools as appropriate.
- Participate in internal reviews.
- Routine office work may include report preparation, database entry, and data organization

## **The Candidates must be able to:**

- Face a variety of issues on a day-to-day basis and will be expected to respond to these issues appropriately and in a timely, professional manner.
- Carry 40 lbs
- Stand for considerable durations

## **Knowledge, Skills, and Abilities:**

- Familiar with Adobe Premiere, Adobe Photoshop, Adobe Illustrator, Adobe Flash, MS-Word, MS-PowerPoint, and Adobe Captivate
- Ability to create high quality, original graphics, illustrations and animations.
- Familiar with optimizing graphics and animations for the web
- Excellent organizational skills and attention to detail
- Knowledge of copyright issues related to use of graphics from external sources
- Ability to successfully manage multiple projects and priorities while maintaining high levels of quality and productivity
- Ability to communicate clearly in writing and verbally
- Ability to work effectively with remote team members

**Preferred:**

- HTML experience
- Experience creating graphics for online or computer-based learning
- Digital video experience using Adobe Premiere preferred.
- Advanced skills with Action Script preferred.

**Minimum Qualifications:**

- Basic knowledge of fundamental principles, concepts and techniques in business practices and management
- Skill and ability to perform simple professional tasks under detailed supervision and guidance
- Ability to organize work as directed by senior staff in order to meet established objectives.
- Level of language skills, mathematical skills, communication skills, reasoning ability and computer skills necessary to perform essential functions of the job
- Must be able to legally work in the United States

**The Preferred Experience and Education:**

- Pursuing Bachelor's Degree in Video Production, Graphic Design, Instructional Design, Curriculum Design, Computer Science, or related discipline. (Masters of Science preferred)
- Completion of at least 2 years of undergraduate course work in business related discipline
- Digital graphics using in Adobe Photoshop, Adobe Illustrator, Adobe Fireworks, Adobe InDesign
- Creating animations in Adobe Flash Professional

**Working Conditions and Physical Requirements (Sedentary):**

While performing the duties of this job, the employee is regularly required to talk or hear. The noise level in the work environment is usually quiet to moderate. Sedentary Work Category - The employee exerts up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. The employee is frequently required to stand; walk; sit; use hands to handle or feel, and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. Specific vision abilities required by this job include close vision and distance vision.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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