

# CIGNA Group Insurance–Instructional Design Specialist



[www.cigna.com](http://www.cigna.com) requisition posting number: 89302  
Contact Laura Dansbury, recruiter, at [laura.dansbury@cigna.com](mailto:laura.dansbury@cigna.com)

Job Level is professional, non managerial, individual contributor

Location Flexible, ideally in a Cigna Group Operations office prefer Philadelphia PA, Plano TX, Pittsburgh PA, Phoenix AZ, or Eden Prairie MN

People want to be treated like individuals. At Cigna, we get that. That's why we embrace and encourage peoples' uniqueness, helping to give them the strength and confidence to show the world who they really are. The coverage, expertise and services we provide are at the very core of how we help people achieve their full potential – and ultimately, improve their health, well-being and sense of security.

But before we can accomplish any of that, we have to have the right people in place. People like you.

Skills, experience, talent and creativity like yours enables us to develop the meaningful, innovative solutions our customers value and expect. That's why we're committed to recruiting, motivating and nurturing the best and the brightest, whether you have industry experience or not. We're growing a workforce as unique and diverse as the millions of customers we proudly serve around the world – one individual at a time.

## DUTIES AND RESPONSIBILITIES

- Supports the Training Manager with the prioritization and governance processes for the training initiatives portfolio.
- Design and develop dynamic instructional interactions and simulations to create interactive, engaging course content
- Create training and documentation design documents that clearly communicate learning strategies including content, flow diagrams, technical specifications, and resource/reference documents
- Work with Subject Matter Experts to build content effectively and quickly
- Organize all training, reference materials and resources on a shared platform for team use
- Ensure learning and performance objectives are appropriate to the audience and that the training materials meet the learning and performance objectives
- Use rapid e-learning authoring tools to create interactive web based training products (including creation of test, assess, and pilot to validate and certify knowledge of content
- Work on multiple project concurrently, monitor activity, progress, and time related to project development
- Write course descriptions
- Develop an effective document management process for organizing/retaining project related source files, scheduling periodic courses reviews for any updates needed, scheduling the expiration of training courses, tracking documentation and version control of all revisions/updates
- Monitor and report effectiveness of all training conducted and revise courses as needed
- Write course description, perform basic audio and video editing, and create job aids as needed

## POSITION REQUIREMENTS

- Bachelor's degree required, Masters in Instructional Design, Instructional Technology, Adult Learning Theory, or related field preferred
- 5+ years of relevant related work experience required
- Experience with instructional design methodology and tools preferred
- Ability to work productively on multiple projects/courses simultaneously and with multiple stakeholders
- Experience with management of instructional design efforts preferred
- Proven experience in developing documentation using information mapping principles
- Strong interpersonal, presentation, and facilitation skills. Excellent written and verbal communication skills
- Proficient with e-learning development tools such as Adobe E-Learning Suite (including Captivate, SoundBooth, Flash, Photoshop, etc), Articulate, and Microsoft Office Suite (PowerPoint, Word, Excel)
- Must be willing to travel up to 25% of the time

Cigna offers a competitive compensation and comprehensive benefits package including health and wellness benefits, 401k plan, and work/life balance programs, as well as opportunities for career growth and development.

We encourage you to complete all questions on the candidate profile if you wish to be considered for this opportunity.

Cigna is an Equal Opportunity Employer