

**Technology Based Training – E Developer  
Illinois Fire Service Institute  
University of Illinois at Urbana-Champaign**

The University of Illinois is a world leader in research, teaching, and public engagement. We serve the state, the nation, and the world by creating knowledge, preparing students for lives of impact, and addressing critical societal needs through the transfer and application of knowledge. As the statutory fire academy for Illinois, the Illinois Fire Service Institute (IFSI) serves firefighters throughout Illinois and the world. World-class instructors deliver more than 14,000 class hours to students online, on campus and at regional training centers throughout the state. IFSI is operated as a continuing education and public service activity by the University of Illinois.

**PRIMARY POSITION FUNCTION/SUMMARY:**

The Technology Based Training – E Developer will support E-Learning instruction at the Illinois Fire Service Institute (IFSI). The E-Learning developer works under the direction of the E-Learning Program Director and or the Senior Developer. The primary function is to design, develop, implement, specific content that will be used for web or multi-media course delivery as well as maintain appropriate E-learning classroom environments based on the various Programs and IFSI requirements.

**DUTIES AND RESPONSIBILITIES:**

1. Find and repair classroom issues, such as broken links, spelling errors, or video malfunctions.
2. Partake in aggressive trouble shooting for classroom efficiency.
3. Respond to student and instructor inquiries, as assigned and update the TBT log.
4. Participate in staff development activities.
5. Attending and contributing in development team meetings or programs.
6. Having a good understanding of classroom design such as Articulate and the Moodle platform.
7. Supporting all E-Learning activities at the Illinois Fire Service Institute (IFSI) including planning, design, course development and validation.
8. Create, design online content under the direction of the eLearning Director.
9. Work with subject matter experts (SME) to create Learning content.
10. Acquire or write audio scripts in coordination with the project SMEs and the project lead.
11. Create eLearning subject modules for use in multiple channels including Mobile project delivery.
12. Capture, edit and coordinate images and video for online programming.
13. Create graphics as needed (project specific) that correlate to the specific need.
14. Assist in verification of content including copyright.

**QUALIFICATIONS:**

Required:

1. Two years of progressively more responsible work experience in an Information Technology (IT) related profession.
2. College course work which included Information Technology (IT), IT Management, or a closely related discipline may be substituted as follows:
  - 60 semester hours or Associate's Degree equals one (1) year
  - 90-120 semester hours or Bachelor's Degree equals two (2) years.

3. Experience designing and developing enterprise level programs.
4. Experience with agile project development methodologies.
5. Experience with optimization and quality methodologies.
6. Demonstrated enterprise project experience.

Preferred:

1. Bachelor's degree or higher in instructional design, educational technology Fire Service Degree, Certifications, or practical experience

**KNOWLEDGE, SKILLS AND ABILITIES:**

1. Experience working on instructional design projects and or various eLearning platforms, including the use of multimedia tools to create storyboards/scripts and production ready content for video or Web-based training programs and advising on production experience with Captivate, Articulate, Adobe Premiere or equivalent software.
2. Demonstrated responsibility for eLearning that is developed and delivered via electronic means such as Computer Based Training (CBT) and Web Based Training (WBT) modules.
3. Working knowledge of ADDIE Model, HTML, Tools for creating interactive modules, Quality Matters, LMS (Moodle).
4. Excellent interpersonal skills and attention to detail.
5. Basic knowledge of fire and emergency service practices and procedures.
6. Demonstrated knowledge in developing instructor and learner materials, to include; workbooks, lesson guides, testing materials, examinations, evaluations, and on the job training manuals.
7. Able to produce, edit and design specialty media packets including CDs/DVDs.
8. Show the ability to support, first, second and final drafts of the training materials.
9. Proficiency with photographic imagery including photoshop.
10. Ability to communicate clearly orally and in writing demonstrated record of performance, positive attitude, ability to work independently and work well with others.
11. Ability to work cooperatively with non-technical staff, instructors, and students.
12. Positive work ethic with focus on detail and accuracy.
13. Ability to work in a team environment.
14. Demonstrated problem-solving and decision-making ability.
15. Able to work independently or with general supervision.
16. A knowledge of or interest in public safety and security.

**SALARY AND APPOINTMENT INFORMATION:**

This is a full-time Civil Service Information Technology Technical Associate position appointed on a 12-month service basis. The expected start date is as soon as possible after **May 26, 2021**. Salary is commensurate with experience.

**TO APPLY:**

Applications must be received by **May 26, 2021**. Apply for this position using the "Apply for Position" button below. If you have not applied before, you must create your candidate profile at <http://jobs.illinois.edu>. If you already have a profile, you will be redirected to that existing profile via email notification. To complete the application process:

Step 1) Submit the Staff Vacancy Application.

Step 2) Submit the Voluntary Self-Identification of Disability forms.

Step 3) Upload your cover letter, resume (months and years of employment must be included), academic credentials (unofficial transcripts or diploma may be acceptable) and names/contact information for three references.

To be considered as a transfer candidate, you must apply for this position using the “Apply for Position” button below. Applications not submitted through this website will not be considered. For further information about this specific position, contact Keri Frederick ([klfreder@illinois.edu](mailto:klfreder@illinois.edu)). For questions about the application process, please contact 217-333-2137.

The University of Illinois conducts criminal background checks on all job candidates upon acceptance of a contingent offer.

The University of Illinois is an Equal Opportunity, Affirmative Action employer. Minorities, women, veterans and individuals with disabilities are encouraged to apply. For more information, visit <http://go.illinois.edu/EEO>.