Practising Law Institute

Instructional Designer

Practising Law Institute ("PLI") is seeking an Instructional Designer to support PLI’s legal educational program initiatives and course offerings.

For over 80 years PLI has been the “gold standard” leader in continuing legal and professional business training education. With 250 employees in New York City and San Francisco, PLI holds over 400 live programs each year in state-of-the-art conference centers throughout the U.S. and abroad. Recent international seminar locations include London, Hong Kong and Brazil.

In addition to hosting innovative live programs, PLI streams webcasts and offers on-demand programs for thousands of participants each day. PLI publishes a range of legal Course Handbooks, has an award-winning eBook library, offers the nation’s leading preparation course for the Patent Office’s Registration Exam, and provides SEC compliance and accounting training through its SEC Institute. The organization also develops unique, inventive ways of learning through its Interactive Learning Center, and is deeply committed to the pro bono community, and public interest organizations.

The Instructional Designer, R&D, is responsible for analyzing customer-facing learning programs and leading research-based, instructional development activity.

R & D investigates learning innovations applicable to program delivery, produces innovative courses as part of the Interactive Learning Center (ILC), and provides instructional design support to Program Attorneys and faculty for content planned and executed in the Programs Department.

Working under the supervision of the Director of R&D, the Instructional Designer, R&D, is responsible for providing instructional design services within PLI in two areas: programs created in the Programs Department and development of ILC e-learning programs. ILC e-learning programs are currently built by third-parties who provide their own instructional design capabilities, consequently the main focus for the instructional designer will be on in-house support.

KEY RESPONSIBILITIES

- Deliver instructional design support to program attorneys and faculty:
  a. Collaborate with program attorneys and faculty so PLI can deliver instructionally sound learning experiences using hypotheticals, scenarios, question-and-answer sessions using polling, etc.
b. Develop performance support materials for program attorneys and faculty with the goal of improving instructional experiences delivered to customers
c. Lead professional development activities for program attorneys on instructional design principles
d. Research learning technologies and disseminate findings to the appropriate individuals
e. Distill and share learning research to the appropriate individuals

- Assist third-party vendors in e-learning course development:
  a. participate in program design activities
  b. review vendor-created documentation and programs

SUPERVISORY RESPONSIBILITIES

There are no supervisory responsibilities with this position.

QUALIFICATIONS AND REQUIREMENTS

- A master’s degree in Instructional Design/Technology, Educational Psychology or related field
- A minimum of 5+ years performing instructional design duties successfully
- Is organized and capable of working on several projects simultaneously
- Works independently
- Possesses excellent communication skills
- Is collaborative and diplomatic
- Is proficient with MS Word
- Familiarity with MS Excel, MS Project, MS Visio, project management software (e.g. Asana), conferencing software (e.g. Web-ex, GoToMeeting), editing and media capture tools (e.g. Camtasia) and authoring tools (e.g. Articulate Storyline) is a plus
- Is curious about rapidly evolving digital technology as it relates to learning by adults.

PLI offers market-competitive compensation and a generous benefits package, including medical, dental and vision plans for employees and their families, ample paid time off and holidays, summer Fridays, career development opportunities, and work-life balance initiatives. The PLI work environment is interesting, collegial, intelligent and encouraging.

Qualified applicants please send your resume and cover letter, including salary expectations, to hr1@pli.edu. Indicate the job title “Instructional Designer” in the subject line. Only those applicants who meet our requirements for this position will be contacted.

Practising Law Institute is an equal opportunity employer. More information about PLI may be found on our website www.pli.edu.