



Hertzler Systems Inc.®

Turning Data into Knowledge

Job Description

Job title: Curriculum Developer
Date of origin: August 18, 2015
Date of last edit: August 31, 2015
FSLB Category: Hourly/Salary
Department: Development
Reports to: V.P. of Product Development

Overview

Hertzler Systems Inc., a leading software solutions provider, is seeking a full-time (or at least 75% FTE) Curriculum Developer. The Curriculum Developer is responsible for analyzing, designing, creating, and updating training products and training marketing literature. This position requires minimal travel.

Skills needed for Curriculum Development

Experience in developing instructor led and on-line adult training courses
Experience with eLearning technology
Comprehensive knowledge of instructional theories and principles
Technical aptitude and quick study
Excellent verbal and written communication skills
Strong proof-reading skills to produce error-free documents
Good computer and presentation skills
Create and review project budgets
Proven ability to meet deadlines and ability to multi-task
Detail-oriented, thorough, organized, and systematic
Open-minded, customer-focused, team player
Project management
Strong math skills and programming experience a plus

Technical Skills needed

Microsoft Office, Camtasia, In-Design, Photoshop

Job Description

Design, develop, maintain, and test the curriculum content for GainSeeker Suite of products
Maintain and update tour data sets used in training materials
Work with Sales team and outside resources to create marketing, pricing, and profitability plans
Provide training to customers as needed to validate training materials
Determine new product needs through market research
Train the trainers – share best practices and make recommendations
Identify and manage outside resources needed to create training products
Assist with internal training of Hertzler employees when needed
Coordinate with other members of the Development team
Other duties as required

Reason Needed / Justification

Hertzler Systems has a large and important customer base. The curriculum developer helps ensure that Hertzler Systems maintains up to date training materials for the most advanced data collection and analysis software in the industry. Curriculum developers are an essential part of our product development cycle.