



**TRAINER & INSTRUCTOR II, #WO967**  
**(Curriculum and Digital Content Creator)**

\*\*\*WAGE/HOURLY\*\*\*

COMMUNITY COLLEGE WORKFORCE ALLIANCE (CCWA) is the comprehensive, combined regional workforce development team created as a partnership between John Tyler and J. Sargeant Reynolds Community Colleges. Both colleges are multi-campus colleges serving the greater-Richmond area. CCWA serves over 700 businesses and approximately 12,000 participants annually through customized contract training and open enrollment offerings.

CCWA is seeking applicants who share in its commitment to training participants and teamwork. Both colleges and CCWA support a culture of life-long learning, celebrating its diversity, and recruiting and retaining star quality employees. The position will be assigned to CCWA. The physical work location will be on the Parham Road campus of Reynolds Community College in the Workforce Development and Conference Center, located at 1651 East Parham Road. CCWA's budget is entirely self-supporting through contracts, fees for services, grants, and business-community partnerships.

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| <b>TYPE OF APPOINTMENT:</b>      | Part-time hourly position without state benefits. Wage employees are restricted to working approximately 29 hours per week, not to exceed 1,500 hours annually. This position is grant funded and any continued employment will be dependent upon funding availability.   |
| <b>DUTIES:</b>                   | The Curriculum and Digital Content Creator will provide curriculum and digital content development for the new Virginia Department of Transportation (VDOT) Inspector programs as required of CCWA by the Expanding Capacities Grant. This position will also work to develop online training and testing abilities for certification programming; and develop digital materials for the certification programs, which includes video and audio production and editing for integration into the online learning management system.  |
| <b>QUALIFICATIONS REQUIRED:</b>  | Working knowledge of the Adobe Creative Suite (Photoshop, Illustrator, InDesign, AfterEffects, Premiere). Working knowledge of curriculum writing and development to meet learning objectives. Knowledge of curriculum development software programs such as Articulate and Adobe Captivate. Demonstrated ability in the designing, developing, and re-designing of instructional content for web-based and/or instructor-led courseware and testing platforms. Demonstrated ability to utilize and create content in distance learning tools, virtual classroom platforms, and learning management systems. Must be able to lift and/or carry no more than 50 pounds of AV/VTC equipment. High school graduate. Selected candidate must be able to pass the college's pre-employment security screening. |
| <b>QUALIFICATIONS PREFERRED:</b> | Bachelor's degree or high school diploma with related experience and relevant industry certifications is preferred.   |
| <b>STARTING SALARY:</b>          | Approximate hiring rate, \$16.15 - \$40.22 per hour, based on related experience and pre-employment salary.   |
| <b>APPLICATION DEADLINE:</b>     | Applications will be accepted through March 23, 2018.   |
| <b>APPLICATION PROCESS:</b>      | To apply for this or any other Reynolds vacant position, please visit the Virginia Jobs website <a href="https://virginiajobs.peopleadmin.com">https://virginiajobs.peopleadmin.com</a> .   |
| <b>CONTACT INFORMATION:</b>      | Emily Duncan, Recruitment Coordinator<br>Email: <a href="mailto:employment@reynolds.edu">employment@reynolds.edu</a>  |

J. Sargeant Reynolds Community College does not discriminate on the basis of age, color, disability, family medical history or genetic information, military service, national origin, parental status, political affiliation, race, religion, sex (including pregnancy and gender identity), sexual orientation, or any other non-merit based factor in its employment opportunities, programs, services, and activities. Employment-related inquiries regarding the college's nondiscrimination policy should be addressed to: EEO Officer, [EEO@Reynolds.edu](mailto:EEO@Reynolds.edu).