



Louisiana's
Community & Technical Colleges
Changing Lives, Creating Futures

Creative Design Lead and E-Learning Specialist

The Louisiana Community and Technical College System (LCTCS) invites applications for the position of Creative Design Lead and E-Learning Specialist with LED FastStart, Louisiana Economic Development. This position is located in Baton Rouge and reports to the Senior Manager of Creative Solutions, LED FastStart.

Position Summary:

LED FastStart, Louisiana Economic Development's single-source, workforce solutions provider is building a world-class team to support Louisiana's workforce for new and expanding companies. Our primary focus is to assist companies in selection and training. We work with each company and develop and deliver customized training programs for their processes. We are in partnership with the Louisiana Community and Technical College System (LCTCS) and Louisiana Workforce Commission (LWC). Our curriculum will be delivered during pre and post-employment and enable the company to launch a new operation or to expand an existing operation. Our commitment to our customers is a 24/7 responsiveness through value added training materials and programs.

The Creative Design Lead and E-Learning Specialist will be responsible for working directly with LED FastStart clients in the planning, analyzing, and creating visual solutions to enhance training materials. This will require producing and delivering materials via web-based training programs, intranet systems, print, electronic, and multi-media using a variety of tools and software programs.

The Creative Design Lead and E-Learning Specialist will also be responsible for the over site of contractors producing elements of the training material; such as, illustrations, animations, programming, photography, video and audio. The ideal candidate will be able to create interactive training materials, templates, presentations, illustrations, and job aids as part of daily responsibilities. This position will also be responsible for timelines and workflow during the production, approval and installation phases of the training material.

Must be able to assist in or fully operate the Reproduction Center.

Examples of Duties:

- Coordinate e-Learning material creation and delivery through timelines and scheduling with internal and external customers
- Coordinate personnel working on e-Learning products to meet project timelines
- Design training materials and such as, e-Learning modules, interactive power point presentations, manuals, flipbooks, job aids and posters
- Template training materials for distribution to Creative Department team member for publication
- Assist with assigning jobs within the department
- Coordinate multiple projects at the same time
- Resource management
- Records management
- Other duties as assigned

Minimum Qualifications:

- An associate's degree or higher in a Graphics related field with publication experience as well as five (5) years' experience and a professional portfolio demonstrating publication and design skills as well as web design and animation to support e-learning products.
- An extensive working knowledge of software such as Articulate, Captivate, Adobe Creative Suite, Microsoft Office, Acrobat and InDesign are requirements for this position

Preferred Qualifications:

Experience with web-based products and/or programming skills and/or motion graphic experience, providing graphic images for integration into on-line or video deliverable training materials is desired.

Physical & Environmental Requirements:

- Ability to multi-task and coordinate activities to ensure timely delivery of work product.
- Ability to travel and drive own or other vehicle to various locations as needed.
- Ability to carry up to 20 pounds on an as needed basis.

Additional Requirements:

- Proof of Education
- A valid Louisiana Driver's License
- Proof of motor vehicle insurance

In accordance with LCTCS Policy #6:036, a criminal history check will be conducted on all new hires. LCTCS participates in the federal E-Verify system for identification and employment eligibility purposes.

Compensation:

Compensation will be commensurate with education and work experience.

Application Instructions:

Applicants for this position should submit 1) a cover letter, 2) resume and 3) the names and contact information of three work-related references to:

Human Resources Specialist
Louisiana Community and Technical College System
265 S. Foster Drive
Baton Rouge, LA 70806

or via email to employment@lctcs.edu.

Applications will be accepted until position is filled.

For more information about the Louisiana Community and Technical College System, visit www.lctcs.edu. LCTCS is in partnership with Louisiana Economic Development FastStart and Louisiana Job Connection.

Louisiana Community and Technical College System is committed to diversity and is an equal opportunity / equal access employer.