

**CRIMINAL JUSTICE INSTITUTE
UNIVERSITY OF ARKANSAS SYSTEM**

INSTRUCTIONAL DESIGN SPECIALIST

Job Description: The Criminal Justice Institute, University of Arkansas System, is seeking qualified applicants for an Instructional Design Specialist position for its' Cyberterrorism Defense Initiative (CDI); a national counter-cyberterrorism training program for technical personnel who monitor and protect our nation's critical cyber infrastructure. This is a grant-funded position responsible for the design of course documents applicable to standards and guidelines as established by the Department of Homeland Security, Federal Emergency Management Agency, National Training and Education Division.

Duties: Designs course manuals, documents, and instructional materials that are compliant with federal guidelines and educational standards. Travels occasionally to various locations in state and/or nationally to assist with the preparation and delivery of courses. Assists in the scheduling, planning, and marketing of Cybersecurity/Cyberterrorism courses. Assists in converting traditional classroom curricular materials to online (virtual) delivery formats. Registers students for courses, manages enrollment records, and enters required data into student database system. Assists as needed with packaging, scheduling, shipping and/or transport of all equipment and supplies to and from training locations.

Qualifications: Bachelor's degree from an accredited college or university preferably in Instructional Systems Design, Instructional Technology or Education, Training or related field. Have knowledge of and ability to apply Section 508 compliance standards in the development of course materials to ensure materials meet Section 508 compliance standards; or willingness to learn how to apply these standards.

Preferred Qualifications: At least one year of experience as a Document Design/Instructional Design Specialist (3 years preferred). Some experience working on and/or knowledge of Section 508 Compliance standards and how these standards are applied to written materials. Prior experience with course/curriculum development and transforming course curriculum to an online (virtual) format is also preferred. Other job related education and/or experience may be substituted for all or part of these basic requirements.

Salary: To mid \$40,000s depending on qualifications and experience.

Closing Date: Completed applications received by October 20, 2017 will be assured full consideration. Late applications will be reviewed as necessary to fill the position.

To Apply: To apply for this position, submit a Criminal Justice Institute application (available at www.cji.edu), résumé, and names and address of three professional references to: Criminal Justice Institute, Attention: Human Resources, 26 Corporate Hill Drive, Little Rock, AR 72205.

The Criminal Justice Institute is an Affirmative Action/Equal Opportunity Employer.