Instructional Designer - Human Resources (Remote Opportunity)

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Type: Full-Time
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Application Due: 03/16/2026
Category: Instructional Technology and Design; +1 Human Resources
Title: Instructional Designer - Human Resources (Remote Opportunity)

Executive Area: Human Resources

College/School/MBU: Human Resources

Department: Human Resources

Work Location: Amherst

Schedule: Full Time

Work Arrangement: Remote

Job Summary

The Instructional Designer is a member of the Employee Engagement team and is responsible for assessing learning needs, designing and facilitating impactful training and development programs, processes, and solutions leveraging technology, AI, and driving measurable ROI of learning. Working closely with subject matter experts and key stakeholders across the university, the position plays a primary role in the elevation of core competencies and skills among HR practitioners, supervisors, and managers. The position leads university-wide efforts to translate HR systems and processes into engaging and effective training programs and resources. The Instructional Designer plays a critical role in enhancing the employee development experience and enables a learning culture to meet organizational goals.

Essential Functions

Designs and facilitates HR, leadership and talent development programs and processes, including developing course content, training materials, and educational resources. Trains university faculty and staff on HR processes and systems using a variety of instructional technologies and techniques. Evaluates training and learning effectiveness. Creates and

implements learning measurement surveys and analyzes data to measure ROI of programs. Authors and organizes training systems, procedural manuals, and supporting documentation for training programs and systems in accordance with organizational/departmental requirements. Consults and collaborates regularly with university leadership and HR to plan for and create courses (online, hybrid and face-to-face) including, but not limited to, program goals and learning objectives, course curriculum, and plans for the use of media and technology in training and development programs. Provides quality assurance for all courses and programs to ensure the highest delivery of standards in learning design, accessibility, and course consistency; manage projects focused on the assessment, improvement, and innovation of online, hybrid and face-to-face course design and delivery. Provides process consultation and customized training to a broad range of departments, teams, supervisors and managers regarding HR processes and procedures. Works closely with subject matter experts and stakeholders within Human Resources and across the University to deliver high quality, meaningful learning that meets organizational needs, champions HR best practices and process improvement efforts. Researches and utilizes learning technologies and program delivery methods to meet the needs of all employees who work onsite, remotely, and in hybrid format.

Other Functions

Performs other duties as assigned.

Minimum Qualifications

Bachelor’s Degree plus three (3) years professional experience in assessing, designing, facilitating, and evaluating training programs. Comprehensive knowledge of instructional design theories and methodologies. Knowledge of trending approaches/LMS technologies/standards and software products (e.g., Gamification, Project-based learning, AI services, Canvas, Kahoot!, Google Suite, Articulate 365, Adobe Photoshop, Illustrator, etc.) or similar systems. Experience developing course materials in an LMS (e.g., SuccessFactors, Workday). Strong Project Management skills. Able to manage time and multiple projects simultaneously, set priorities, accomplish goals, and meet deadlines. Ability to analyze and process large volumes of informational materials and to structure information. Exceptional verbal and written communication skills. Ability to proofread, edit, and produce effective written materials and presentations. Demonstrated ability to communicate technical concepts to a non-technical audience, work independently and/or with multiple constituencies, speak or make presentations before groups, conduct effective training. Strong skills in visual presentation designing and developing clear instructional materials in written, graphic, audio, video, or multimedia form, with creativity, innovation, and attention to detail. Experience designing and facilitating training in human resources processes, systems, leadership and employee professional development.

Preferred Qualifications

Master's Degree in a related field or certification in Human Resources related fields, such as training design and delivery, instructional technology, or organizational development. Experience in design and development of technology-based instructional content across a broad range of disciplines; integrating multimedia and AI in learning materials. Professional experience and expertise designing, delivering, evaluating and assessing learner-centered, results-based training for a wide range of employee development areas. Familiarity with the organizational dynamics, needs and practices of higher education institutions.
Prior work experience in unionized environment.

Working Conditions

Work is performed in a standard office or indoor university environment and involves minimal physical exertion.

Work Schedule and Work Arrangement

Monday - Friday, 8:30am-5:00pm

This position has the opportunity for a remote work schedule, which is defined by the University as an arrangement where the employee's work location is to work from a site other than the UMass Amherst campus. As this position is non-unit, it is subject to the terms and conditions of the University of Massachusetts Board of Trustees Non-Unit (Professional/or Classified) Employee Personnel Policy.

Salary Information

Pay Grade: PSSAP Grade 27

Click here to view the Professional Staff Hiring Ranges

Special Instructions for Applicants

Along with the application, please submit a resume. References will be checked at the finalist stage. Please be prepared to provide contact information for three (3) professional references.

This position will remain open for the time period required by any applicable collective bargaining agreement and will continue until a suitable candidate pool is identified. Interested applicants are strongly encouraged to apply early.

Related Searches:

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