

The logo for the Indian Institute for Human Settlements (iihs) is located in the top left corner. It consists of the lowercase letters "iihs" in a white, sans-serif font, with a registered trademark symbol (®) to its upper right. The logo is set against a dark red rectangular background.

iihs®

INDIAN INSTITUTE FOR
HUMAN SETTLEMENTS

JOB DESCRIPTION

eLearning Authoring Tool Specialist -
Digital Blended Learning

About Us

The Indian Institute for Human Settlements (IIHS) is a national education institution committed to the equitable, sustainable and efficient transformation of Indian settlements.

IIHS aims to establish an independently funded and managed national university of eminence for research and innovation focused on the challenges and opportunities of India's urban transition. The proposed IIHS University will be an institution of eminence that will host an integrated programme of quality campus-based education and research, training and lifelong learning for working professionals, distance and blended learning, as well as a whole array of practice and advisory services. The university will have a strong interdisciplinary orientation bringing together theory and praxis that is grounded in the South Asian context and also engages with and draws from knowledge across the globe.

For more information, please see <http://www.iihs.co.in>

Job Description

Digital Blended Learning is recognised as a strategically important area of future growth at IIHS. The vision for the IIHS Digital Blended Learning programme is ambitious, and involves the creation of a portfolio of online courses and other online/blended learning offerings spanning a range of subjects relevant to the study of the Urban, for both domestic and international audiences.

The eLearning Authoring Tool Specialist will be responsible for designing and developing compelling learning experiences across the learning products of IIHS.

Activities and Tasks

Responsibilities would include, but not be limited to, the following:

- Working closely with content authors, instructional designers and graphic designers, both internally and externally, to understand the instructional design and delivery approach being adopted in the context of specific learning programs and products;
- Visualising course flow, user interface, and instructional graphics, ahead of the finished product;
- Designing and developing digital learning resources and activities in various forms (courses, videos, presentations, animations, infographics, interactivities, assessments, surveys etc.), using one or more of eLearning Authoring tools such as Articulate Storyline, Vyond/GoAnimate, Lectora, Adobe Captivate, Elucidate, Camtasia, Canva, Adobe Creative Suite, OBS Studio;
- Building the course (shell and content) on learning management systems and MOOC platforms such as Moodle, Coursera, edX;
- Working closely with all relevant stakeholders through the online learning course development process to ensure that time, money, and quality levels are met;
- Supporting marketing outreach activities for online learning;
- Providing support to other IIHS activities including academics, research, training, practice, operations and others;
- Participating in all activities of Institution-Building at IIHS; carrying out tasks as assigned by IIHS; and travelling on IIHS work within or outside the country as and when needed.

Structure and Reporting

The eLearning Authoring Tool Specialist will be an Associate on the Digital Blended Learning team at IIHS, and will report to the Lead – Digital Blended Learning or any other person designated by the Lead. The role will require effective collaboration with a diverse group of internal teams and external individuals/organizations, and students.

Person Specification

Applicants should have at least 4 years of experience as an Instructional Designer or eLearning application developer or programmer in a learning or IT company. A degree in computer science/ computer applications or (certified) training in instructional design, educational technology, or equivalent is necessary.

The key skills / attributes required are:

- Understanding of and interest in some of the key areas that IIHS is involved in;
- A basic understanding of instructional design principles and its applicability in the in-person, online and blended learning contexts;
- A natural inclination (and/or training) for visual communication;
- Experience in creating storyboards and implementing storyboards created by others;
- Working experience of designing and implementing assessments, rubrics and learner engagement strategies;
- Thorough knowledge and working experience in at least 3 eLearning authoring tools (Articulate Storyline 360, Vyond, Lectora, Adobe Captivate, Camtasia, Elucidat, ispring suite);
- Basic familiarity with HTML5 and its use within the learning product development context;
- Good grasp and working experience with at least one Learning Management System (Moodle, Canvas, Blackboard, Coursera, edX, Google Classroom);
- Basic photoshop and video editing skills;
- Ability to create promotional material for digital and social media to help in outreach activities for courses;
- Basic working knowledge of MS Office products;
- Rigorous attention to detail;
- Experience of working on time-bound and budget-driven projects;
- Willingness and ability to work flexible hours from time to time;
- Experience in working with the research community would be an added advantage.

This offer is on an exclusive basis, which implies that other professional assignments (whether compensated or not) that bear a potential conflict of interest with IIHS cannot be undertaken.

The search will remain open until the position is filled.

Location

This position is based in Bengaluru and may entail travel to other locations within and outside India.

Review and Assessment

The role and performance of the incumbent shall be subject to normal review and assessment systems at IIHS.

Diversity Policy

IIHS is an equal opportunity employer that encourages women, people with disabilities and those from economically and socially excluded communities with the requisite skills and qualifications to apply for positions.

To apply

If you are interested to explore this opportunity with us, please fill the online application form by clicking [here](#). (You can also click on the “Apply Now” button at the end of the Job Description displayed on the website).

Contact

Please write to us at hr@iihs.co.in if you need any clarifications while filling the online application form.



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