

Illinois Property Assessment Institute

Instructional Designer (2)

Organization: The Illinois Property Assessment Institute (IPAI) www.ipaieducation.org. The IPAI is a nonprofit organization established to elevate professional standards and provide educational opportunities to property assessment professionals throughout Illinois.

Key Dates

Application Open:	5/19/2021
Application Deadline:	6/4/2021
Project Personnel Selection:	6/11/2021
Project Start Date:	6/14/2021
Project Completion:	9/30/2021 or before

In Illinois, individuals who desire to be elected or appointed to the position of township or county assessor are required to hold a professional designation. The IPAI owns and confers the [Certified Illinois Assessing Officer \(CIAO\) designation](#), which is the primary designation used to be an elected or appointed assessor.

The IPAI serves the entire property assessment industry within Illinois, not just elected and appointed officials. CIAO designation holders include:

- Township Assessors
- County Assessors
- Deputy Assessors
- Assessment Office Support Staff
- Attorneys
- Appraisers
- Board of Review Members/Commissioners
- Board of Review Staff
- Illinois Department of Revenue Staff
- Property Tax Appeal Board Staff

Looking for: 2 reliable OPWL students or graduates to help the IPAI redesign an existing 2-day in-person course to an online format. **You will work with an OPWL graduate to develop a conversion plan for re-imagining this course.** See the **Responsibilities** section for more details.

Reports to: Amanda Padgitt, Learning Program Manager.

Location: The ID intern(s) will work virtually with the Learning Program Manager, who works in Bloomington, IL.

Hours: Approximately 10 hours a week, ideally with some availability during business hours for project meetings with the Learning Program Manager and key assessment professionals (M-F, 8:30 am - 4:30 pm CDT).

Time Commitment: Approximately 15 weeks.

Remuneration: \$1,500 for each student/graduate at project completion.

Course Completion Requirements: It is preferred that the applicant has successfully completed some of the following courses:

- OPWL 537: Instructional Design
- OPWL 547: Advanced Instructional Design
- OPWL 550: Blended Learning for Performance Improvement

Other requirements:

- Be an OPWL student or graduate
- Strong foundation in adult learning principles.
- Must have access to internet and MS-Office.
- Willingness to use Microsoft Teams or Zoom for virtual meetings (subscription not needed).
- Experience transitioning in-person courses to an online environment preferred.
- Experience using synchronous online training tools (e.g., Zoom, GoTo Meeting, Adobe Connect) preferred.
- Familiarity with asynchronous training tools (Articulate 360, Camtasia) a plus.
- Experience using learning management systems preferred.
- Willingness to use client provided training tools and LMS.

If you are interested in the internship position, please fill out the application. Applicants will then be asked to participate in an interview, and then the interns will be selected.

Responsibilities:

1. Review and analyze existing materials and data from the IPAI related to this course, including:
 - Current course materials
 - In-person course evaluations
 - Competency model specifications
 - Other data previously acquired
2. Participate in project kick-off meetings with the Learning Program Manager and assessment professionals to determine the direction of the project.
3. Investigate potential synchronous and asynchronous delivery approaches, their instructional features, and tradeoffs (time/cost)
4. Revise current curriculum to be more effective at building and transferring job skills, including to
 - Determine how much of the current curriculum for the job task should be re-used, repurposed, removed, or re-created.
 - Conduct a task analysis to represent missing aspects of successful job performance.
5. Design and develop the instructional and delivery approach for the course that fits the specified online format decided by the team, which may include the following.
 - Zoom virtual classroom sessions
 - Videos
 - Authentic learning activities

- Job aids
- Student and instructor guides