

Tennessee Secretary of State  
Tre Hargett



Division of Human Resources & Organizational Development  
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**Instructional Designer**  
**Tennessee Department of State**  
**Tennessee State Library and Archives, Planning and Development**

**Mission:** The mission of the Office of the Secretary of State is to exceed the expectations of our customers, the taxpayers, by operating at the highest levels of accuracy, cost-effectiveness, and accountability in a customer-centered environment.

**Supervisor:** Director of Planning and Development

**Summary:** This professional position would create a training platform for future Tennessee Electronic Library (TEL) trainers.

This is a full-time, grant-funded, term position. Staff who accept a term position are not guaranteed employment for the entire period and there are no guarantees of continued employment when the term ends. If funds are exhausted or the appointment to the position is not extended, the position is not eligible for severance pay.

The grant is funded for the period of Sept. 1, 2021 – Aug. 31, 2022. Funding is provided by the Institute for Library and Museum Services (IMLS).

**Salary:** \$65,000 annually plus State of Tennessee benefits package.

**Duties and Responsibilities:**

- Design and develop clear, comprehensive, and engaging learning materials and programs focused on teaching librarians and the general public how to use TEL resources for research and learning.
- Create engaging learning activities and creative course content.
- Work with the TEL Administrator in identifying target audience's training needs
- Create supporting material and media (audio, video, simulations, games, scavenger hunts, etc.)
- Ensure training materials are current, effective, and easily accessible to the appropriate audience.
- Identify measures of success for learning materials and programs for the target audience.
- Track, analyze, and report data.
- Create and maintain appropriate documentation.
- Perform other duties as assigned.

## **Minimum Qualifications:**

### Education and Experience

- Education equivalent to graduation from an accredited college or university with a bachelor's degree.
  - Qualifying full-time increasingly responsible experience may be substituted for the required education, on a year-for-year basis, to a maximum of four years.
- Knowledge of instructional design, adult learning theories, learning management systems, and digital training.

### Knowledge and Abilities

- Excellent written and spoken communication skills and must have the ability to multi-task with great attention to detail.
- Must possess strong skills in Microsoft Word, PowerPoint, and Excel.
- Knowledge of library databases.
- Working knowledge of video conferencing platforms.
- Familiar with twenty-first century public library development principles and practices.
- Able to work unsupervised in a conscientious manner.
- Must exhibit the ability to be a positive influence while representing the state.
- Ability to work collegially as part of a team.

### Physical Requirements

- Must have and maintain a valid driver's license and be willing and able to travel independently throughout the state, including overnight travel.
- Ability to handle boxes and equipment weighing a minimum of forty (40) pounds.
- Good hearing, vision and manual dexterity and a clear speaking voice.

### Health, safety and collections security

- Assist the organization in creating a safe and healthy working environment by working safely with the equipment provided.
- Follow instructions given for health and safety purposes and immediately report any unsafe working practices or hazardous working conditions.
- Take necessary measures to protect materials and property from loss, mutilation or theft.

## **Timeline of Project:**

### **Phase 1: September 1, 2021 – February 28, 2022 - TEL Training Modules for Librarians**

Completed by:

September 30, 2021 – Training on TEL resources and Niche Academy

October 31, 2021 – Module Design and Content Outline is submitted

December 31, 2021 - Modules are completed and ready for testing; Training Pilot Plan and Assessment is submitted

January 31, 2022 - Complete Training Pilot program and submit recommendations for revisions

February 28, 2022 – Revisions have been completed. Training Modules have been released, social media and communications campaign has been sent out to listservs and other stakeholders.

**Phase 2: March 1, 2022 – August 31, 2022 – TEL/Research Training Modules for library patrons/students**

Completed by:

March 30, 2022 - Module Design and Content Outline is submitted

May 31, 2022 - Modules are completed and ready for testing; Training Pilot Plan and Assessment is submitted

June 30, 2022- Complete Training Pilot program and submit recommendations for revisions

July 31, 2022 – Revisions have been completed. Training Modules have been released, social media and communications campaign has been sent out to listservs and other stakeholders.

August 31, 2022 - Documentation for Phase 1 and 2 projects is submitted. Survey of Phase 1 training effectiveness is completed with recommendations for improvement submitted.

**Deliverables**

- TEL Training Modules for Librarians completed by February 28, 2022
- TEL Training Modules for library patrons/students completed by July 31, 2022
- Documentation for Training Module Creation completed by August 31, 2022
- Tracking and assessment procedures completed by August 31, 2022

**To Apply:** Email your cover letter and resume to the Division of Human Resources [sos.hr@tn.gov](mailto:sos.hr@tn.gov). Please include the position you are applying for in the subject line.