MCR Assistant Instructional Designer

**Organization:** Meridian Canine Rescue  
https://meridianrescue.org/  
https://www.facebook.com/MeridianCanineRescue/

**Looking for:** Up to 3 reliable volunteers to work as an instructional design team to develop and pilot test instructor and participant guides. These training materials will teach MCR volunteers to match shelter dogs to their forever homes. Specifically, Assistant IDs would use the analysis and design deliverables that another Boise State instructional design team previously created as inputs to create these materials. Your time and effort will help MCR give homeless and owner-surrendered dogs a second chance—because no dog should walk alone.

**Reports to:**

- MCR Director of Volunteer Services
- Project Lead for the ID team
- Project Mentor for the ID team

**Responsibilities**

- Work with Project Mentor and Lead to align project efforts with your professional goals and MCR business goals.
- Work with the client and project lead to complete a specified scope of work.
- Monitor your project progress against the scope of work.
- Use provided input documents to create the project deliverables.
- Revise project deliverables based on
  - client input.
  - findings and recommendations of the pilot test.
- Seek guidance from the project lead as necessary in instructional design, consulting, project management, and business acumen.
- Complete all assigned project tasks by December 7, 2018

**Location:** The assistant ID will work virtually, as will the Project Mentor and Project Lead.

**Hours:** Flexible choice of hours and days.

**Remuneration:** None. This is a volunteer position.

**Course Enrollment Requirements:** None

**Other Requirements**

- Be an OPWL student or graduate.
- Complete the following courses with a grade of B or better:
  - OPWL 535 Principles of Adult Learning.
  - OPWL 537 Instructional Design.

**Key Dates**

- Application Deadline: 8/27
- Project Personnel Selection: 8/29
- Project Kickoff: 9/4
- Project Completion: 12/7 or before
• Willingness to work with the Project Lead and client to create and adhere to a schedule.
• Submit an online application. Email your resume and cover letter to SteveVillachica@boisestate.edu.
• Complete an interview.
• Comply with relevant MCR policies and procedures.
• Be able to create an instructor guide, participant guide, and pilot test materials using the following tools.
  o MS-Office.
  o Google drive.
  o Internet access.
• Deliver electronic files containing all completed deliverables files to MCR.
• Experience creating workplace training a plus.