



Job Description

Title: Content Management Specialist

Type: Contract-to-Hire

Purpose:

The role of the Content Management Specialist is to work collaboratively with team members to ensure existing product lines are maintained through sourcing, updating, proofing, and publishing content, using processes and tools. The Content Management Specialist will work with management and the human factors team to ensure customer expectations are met or exceeded.

Duties and Responsibilities:

- Adhere to QIC's process and coordinate, source, preview, and publish content according to schedules
- Develop processes and collaborate with team members to gather and incorporate customer feedback
- Develop and adhere to processes to review and maintain existing content ensuring products do not become obsolete
- Conduct copy-edits and proof-reads of all content prior to live publishing
- Act as the subject-matter expert in the tools and processes required to publish content
- Communicate status and make recommendations on product enhancements

Qualifications:

- U.S. Citizen
- Bachelor's Degree
- One (1) to three (3) years of related work experience
- Experience with Adapt CMS
- Excellent writing and editing skills
- Familiarity with Microsoft Word, Excel, PowerPoint, Project
- Ability to obtain and maintain a SECRET level clearance
- Experience in technology-based training, human performance assessment, game-based training, simulation, adaptive training, mobile learning or instructional design (preferred)
- Familiarity with military training (preferred)

Work Environment:

This position does not require physical activities beyond a typical office environment. It does require computer use, web-based video communications (e.g. Skype, Google Hangouts), and telephone use.

Travel:

Travel for the Content Management Specialist is unlikely. 0-10%.

Security Clearance:

All employees must have or be capable of acquiring a Secret DoD security clearance. Guidelines indicating those items that may prevent you from obtaining a security clearance can be found here: <http://www.fas.org/sgp/isoo/guidelines.html>.