

Product Designer

The Center for Leadership Studies (CLS) is seeking a highly skilled Product Designer with a focus on graphics and desktop publishing that will contribute to the success of multifaceted projects with our diverse client groups. CLS projects involve many different stakeholders, tasks and subtasks, dependencies and variables, thus an ideal candidate will have a range of design-related skills they could flex across a variety of product & marketing related campaigns. In this role, the Product Designer will support brand standards across various media types, work with other creatives for the development of user experience, support marketing efforts with a shared priority of design for translations projects.

An ideal candidate would be a fast learner who is adaptable, eager to develop their skill sets and also interested in a flexible role that provides space to grow professionally. This person needs to be organized, efficient and a strong communicator as well as a dedicated self-starter able to flex their talents across a variety of department needs. The Product Designer will report directly to the Senior Project Manager.

Key Responsibilities:

- Create & maintain templates that meet brand standards across a variety of media
- Work with a variety of internal stakeholders which includes the Product Designer, Instructional Designers (ISD) & Subject Matter Experts (SME) to create a visually appealing user experience within our courses
- Produce marketing materials for our courses including graphics, promotional & web materials
- Provide assessments of Level of Effort (LOE) to approximate cost for translation quotes
- Execute translations in products, including print, presentation, video, web and graphics files
- Implement WCAG 2.0 standards in our materials while also designing styles and templates that reduce the LOE to implement accessibility

- Developing the visuals for our courses' online platform experience
- Implementing the text, graphic, video and appended files for courses online
- Creation of presentations for webinars, sales presentations, courses, and industry conferences
- Ability to apply a sense of urgency around deliverables and modification of ideas based on feedback

Requirements:

- Bachelor's degree required or equivalent experience
- Proficiency in Adobe InDesign, Illustrator and MS Office Suite
- Experience producing a variety of media templates and design materials against rigorous internal design standards
- Ability to work cross functionally and build strong relationships with internal stakeholders
- General understanding of learning materials, instructional design, e-learning, mobile learning, media production, learning management systems and internet portals to scope projects and understand project management needs for related projects
- Good prioritization skills with a sense of urgency to accomplish tasks and projects
- Team-oriented with a desire to pitch in where needed for the good of the business and customer, often providing back up with quality assurance, design work and project management
- Strong competencies in planning, organizing and attention to detail while having a keen sense for questioning skills for discussing design briefs and colleague feedback
- Ability to thrive in a very fast-paced and dynamically changing environment and a customer-oriented mentality
- Up to date on latest technology trends for desktop publishing, graphics and design
- Exposure to web content accessibility guidelines

Preferred Requirements:

- Background in leadership or training industry experience



- Experience with video design including creation of motion graphic animation, video editing and conducting video shoots

Company Culture and Benefits:

The Center for Leadership Studies (CLS) is a performance-based culture built on trust and respect. We offer a competitive and attractive compensation package, including:

- Comprehensive medical benefits/coverage
- Flexible time off
- Flex time and flexible workplace options
- Paid parental leave
- Generous annual holiday calendar
- Educational assistance
- Highly collaborative and positive workplace
- A company focus on culture

Company Overview:

For more than 50 years, The Center for Leadership Studies (CLS), founded by Dr. Paul Hersey, has been the global home of the original Situational Leadership® Model. With over 15 million leaders trained, Situational Leadership® is the most successful and widely adopted leadership model available. Deployed in more than 70% of Fortune 500 companies, Situational Leadership® transcends cultural and generational differences and equips leaders around the globe with the skills necessary to address a specific challenge, drive behavior change and increase productivity. CLS' diverse product portfolio includes a comprehensive off-the-shelf leadership curriculum founded on our proven, research-based competency model. In addition, CLS has more than 25 years of experience designing and developing award-winning custom training solutions.

CLS services customers both domestically and internationally through an extensive network comprised of over 200 learning professionals in more than 35 countries. Our global affiliates



and facilitators understand the nuances present in each culture, allowing for the delivery of innovative, high-quality training programs in localized languages.

Our Values:

At The Center for Leadership Studies we view each customer opportunity as a long-term partnership. In such relationships, we believe that the values of the people that you choose to do business with can have an equal impact on the success of your learning endeavors as can the technical skill sets. Put a different way, we feel it's important for you to know who we are and what we stand for. Below are the values we strive to live by each day. They represent the expectations that we have for each and every CLS team member:

Be Responsive: Service is Inside and Out

Do what you say you are going to do when you say you are going to do it. Don't over promise and never under deliver.

Embrace Teamwork: Invest in Others

Strive to continually develop and nurture your base of personal power.

Own Your Actions: Take Personal Responsibility

Follow through on your commitments with relentless attention to detail, completion and results.

Maintain Your Integrity: Do the Right Thing

Communicate openly and honestly: Develop a reputation grounded in personal and professional credibility.

Have Fun: Take a Minute to Smile

Enjoy the journey (celebrate victories; keep setbacks in their proper perspective). Embrace the fact that work and fun are NOT mutually exclusive terms.



For additional information, please direct inquiries to jobs@situational.com.