



Job Position Available- CE Course Developer

Ron Blank & Associates, Inc. located in San Antonio, TX is now looking to hire an individual with architectural experience to develop continuing education courses that will be available to the world's design community. While this job does not employ the traditional drafting and design skills of an architect, an established knowledge of the design/build process and working knowledge on material assimilation, specifications, and detailing is needed to successfully fulfill this particular job's criteria.

The primary task for this position would be to utilize your architectural knowledge and experience to work with the technical product experts of our manufacturer clients to develop quality continuing education courses that are presented to design professionals both live and online. All RBA continuing education courses meet the requirements for the AIA, and many meet those of USGBC, IIDA, ASLA, RCEP, and other organizations, as well as government entities, which require continuing education from their members and license holders.

Basic Job Parameters:

- Develop Continuing Education Courses
 - Develop educational course in PowerPoint based upon client submittals
 - Provide an architectural perspective in helping clients to craft their education message and advise about necessary content to develop a quality course.
 - Review and comprise/design educational courses using text, graphics, diagrams, code refs, etc.
 - Work with client to fulfill their learning objectives for the course
- Provide daily support for course activity and client satisfaction
- *After experienced at developing courses-* Provide support to in-house sales team
 - Review proposals for new work
 - Provide analysis of new client work submittals
 - Provide breakdown of necessary components to finalize a sale to meet clients needs

Required:

- Excellent working knowledge of Microsoft Office with an emphasis on PowerPoint
- Moderate working knowledge of Adobe Creative Suite
- Working knowledge of the Design/Construction process and materials integration
- Excellent self-motivation/direction with an emphasis on collaboration

Recommended:

- Working knowledge of current trends in sustainable building design, including a familiarity with green building rating systems such as LEED. (LEED AP's/Green Assoc. would be a great benefit)

RBA is a Cornerstone Partner Provider for the AIA Continuing Education program with a twenty five year history of providing architectural marketing and continuing education services. This position provides a great salary with benefits.

E-mail or fax your resume to Landon Boone now at, landon@ronblank.com, (210) 408-6767 or (800) 248-6364.